

<b>REQUEST FOR QUOTATIONS</b> <i>(THIS IS NOT AN ORDER)</i>		THIS RFQ <input checked="" type="checkbox"/> IS <input type="checkbox"/> IS NOT A SMALL BUSINESS SET-ASIDE			PAGE OF PAGES 1   51	
1. REQUEST NO. W912WJ-16-Q-0155	2. DATE ISSUED 09-May-2016	3. REQUISITION/PURCHASE REQUEST NO. W13G86609024400001	4. CERT. FOR NAT. DEF. UNDER BDSA REG. 2 AND/OR DMS REG. 1		RATING	
5a. ISSUED BY U S ARMY ENGR DISTRICT, NEW ENGLAND 696 VIRGINIA RD CONCORD MA 01742-2751			6. DELIVER BY (Date) <b>SEE SCHEDULE</b>			
5b. FOR INFORMATION CALL: (Name and Telephone no.)(No collect calls) JENNIFER MSAMELA 978-318-8324			7. DELIVERY <input checked="" type="checkbox"/> FOB DESTINATION <input type="checkbox"/> OTHER (See Schedule)			
8. TO: NAME AND ADDRESS, INCLUDING ZIP CODE			9. DESTINATION (Consignee and address, including ZIP Code) ENVIRON RESOURCES SEC ENVIRON RESOURCES SEC 696 VIRGINIA ROAD CONCORD MA 01742-2751 TEL: FAX:			
10. PLEASE FURNISH QUOTATIONS TO THE ISSUING OFFICE IN BLOCK 5a ON OR BEFORE CLOSE OF BUSINESS: (Date) 19-May-2016						
<b>IMPORTANT:</b> This is a request for information, and quotations furnished are not offers. If you are unable to quote, please so indicate on this form and return it to the address in Block 5a. This request does not commit the Government to pay any costs incurred in the preparation of the submission of this quotation or to contract for supplies or services. Supplies are of domestic origin unless otherwise indicated by quoter. Any representations and/or certifications attached to this Request for Quotations must be completed by the quoter.						
11. SCHEDULE (Include applicable Federal, State, and local taxes)						
ITEM NO. (a)	SUPPLIES/ SERVICES (b)		QUANTITY (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)
<b>SEE SCHEDULE</b>						
12. DISCOUNT FOR PROMPT PAYMENT		a. 10 CALENDAR DAYS %	b. 20 CALENDAR DAYS %	c. 30 CALENDAR DAYS %	d. CALENDAR DAYS No.   %	
<b>NOTE: Additional provisions and representations <input type="checkbox"/> are <input type="checkbox"/> are not attached.</b>						
13. NAME AND ADDRESS OF QUOTER (Street, City, County, State, and ZIP Code)			14. SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION		15. DATE OF QUOTATION	
			16. NAME AND TITLE OF SIGNER (Type or print)		TELEPHONE NO. (Include area code)	

## Section B - Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001	Acoustic Bat Survey NSSC FFP Contractor shall furnish all equipment, materials, and labor to perform an acoustic bat survey at the Natick Soldier Systems Center in Natick, MA, in accordance with the attached Performance Work Statement. FOB: Destination MILSTRIP: W13G8660902440 PURCHASE REQUEST NUMBER: W13G86609024400001	1	Job		

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ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0002	Contractor Manpower Reporting FFP Time for fulfilling the CMR requirement if included or not included in your overhead for initial CMR database set up for annual CMR reporting. The contractor will report ALL contractor manpower (including subcontractor manpower) required for performance of this contract to include all modifications in accordance with the Office of the Assistant Secretary of the Army (Manpower & Reserve Affairs). See attached instructions for Contractor Manpower Reporting information and refer to clause 52.204-9002. FOB: Destination PURCHASE REQUEST NUMBER: W13G86609024400001	1	Job		

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## Section C - Descriptions and Specifications

ADDITIONAL INFORMATION

**PLEASE DIRECT QUESTIONS TO JENNIFER M. SAMELA AT (978) 318-8324 OR [jennifer.m.samela@usace.army.mil](mailto:jennifer.m.samela@usace.army.mil). THE SOLICITATION AND RESULTING CONTRACT SHALL BE THE GOVERNING DOCUMENT IN ALL CASES.**

**QUOTES CAN BE FAXED OR E-MAILED TO JENNIFER M. SAMELA AT (603) 746-2593 or [jennifer.m.samela@usace.army.mil](mailto:jennifer.m.samela@usace.army.mil). E-MAIL IS THE PREFERRED METHOD OF SUBMISSION.**

Contractors must be registered in the System for Awards Management at [www.SAM.gov](http://www.SAM.gov) (formerly the Central Contractor Registration (CCR) database and the On-Line Representations and Certifications (ORCA) (see DFARS clause 252.204-7004 Alt A). Please note that Google and Google Chrome are not supported browsers for SAM registration. Mozilla FireFox, Safari, and Internet Explorer are supported browsers.

Provide DUNS number: \_\_\_\_\_ (telephone 866-705-5711 for DUNS)

Provide CAGE code: \_\_\_\_\_

Provide TAX ID: \_\_\_\_\_

Per FAR Clause 52.212-3 Alt I, the Contractor is required to complete the On-line Representations and Certifications Application ([www.SAM.gov](http://www.SAM.gov)) and paragraph (b) if applicable, **OR** to complete paragraphs (c) thru (m) of this clause and return with quote.

POTENTIAL QUOTERS ARE NOTIFIED THAT THE BASIS ON WHICH AWARD WILL BE MADE IS PRICE ALONE.

ALL RESPONSIBLE SOURCES MAY SUBMIT A RESPONSE WHICH, IF TIMELY RECEIVED, MUST BE CONSIDERED BY THE AGENCY.

INVOICES SHALL BE SENT TO TECHNICAL POINT OF CONTACT.

SECURITY REQUIREMENTS

The contractor and all associated sub-contractors shall receive a brief/training (provided by the RA) on the local suspicious activity reporting program. This locally developed training will be used to inform employees of the types of behavior to watch for and instruct employees to report suspicious activity to the project manager, security representative or law enforcement entity. This training shall be completed within 30 calendar days of contract award and within 30 calendar days of new employees commencing performance with the results reported to the Technical Point of Contact NLT 5 calendar days after the completion of the training.

The Contractor must pre-screen Candidates using the E-verify Program (<http://www.uscis.gov/e-verify>) website to meet the established employment eligibility requirements. The Vendor must ensure that the Candidate has two valid forms of Government issued identification prior to enrollment to ensure the correct information is entered into the E-verify system. An initial list of verified/eligible Candidates must be provided to the Technical Point of Contact no later than 3 business days after the initial contract award.

PERFORMANCE WORK STATEMENT

Acoustic Sampling for Bats 2016  
Natick Soldier Systems Center

Natick, Massachusetts

### **Performance Work Statement**

(Proposals should be valid for a least 60 days from the time of submission.)

#### **Project Description:**

The work to be accomplished under this contract consists of providing all technical expertise, labor, equipment and supervision required for acoustic monitoring for bats at the Natick Soldier Systems Center (NSSC), a 78 acre government-owned property located in Natick, Massachusetts. The northern long-eared bat (*Myotis septentrionalis*) (NLEB) was recently listed as federally threatened with an associated interim 4(d) rule (April 2, 2015). The NLEB was once widespread throughout New England, but due to white-nose syndrome, the primary threat to its existence, the population in New England has declined by at least 90 percent. Other regional bat species are also declining and are of secondary interest to this survey.

This effort will focus on determining the presence/absence of *Myotis*, particularly NLEB, on the NSSC property during the summer maternity season when pregnant/lactating females and their pups are most vulnerable. This survey will aid in designing best management practices and conservation measures for work conducted on the NSSC property (e.g. operation and maintenance, construction projects, etc.).

Acoustic surveys will take place for two weeks during each of the following months; June, July and August, for a total of 6 weeks. The protocol for surveying bats will follow the criteria and methodologies described in the 2015 Range-Wide Indiana Bat Summer Survey Guidelines (Appendix C: Phase 2 Acoustic Surveys) dated April 2015, with all references to Indiana bat replaced with northern long-eared bat. Exceptions to this protocol are described in subsequent sections of this Performance Work Statement. The Guidelines may be accessed electronically at:

<http://www.fws.gov/Midwest/endangered/mammals/inba/surveys/pdf/2015IndianaBatSummerSurveyGuidelines01April2015.pdf>

The U.S. Army Corps of Engineers, New England District (USACE), acting on behalf of the NSSC, will handle all communications with the U.S. Fish and Wildlife Service (USFWS) and the Massachusetts Division of Fisheries and Wildlife (MADFW). The Contractor will be required to acquire all required permits and to coordinate the placement of detectors on NSSC property in accordance with NSSC security protocols. The Contractor shall contact Terence Garrahan ([g.t.garrahan.civ@mail.mil](mailto:g.t.garrahan.civ@mail.mil)) or (508) 233-5993 to coordinate this effort and determine the schedule for detector set up on NSSC property and data collection by Contractor personnel. The Contractor must let Mr. Garrahan know at least 5 days in advance that the attached Contract Visitor Form has been faxed to the USAG Natick Police at (508) 233-6293.

Personnel working on this project must meet the criteria outlined in the above referenced Survey Guidelines. "Acoustic surveyors" assigned to the project must demonstrate experience

overseeing bat acoustic survey projects. A description of qualification of personnel to perform each aspect (detector deployment, acoustic analysis, qualitative analysis, etc.) for this project shall be submitted in the proposal. The work for this project includes, but is not strictly limited to the following:

### **Acoustic Sampling:**

#### **Task 1. Sampling Site Plan:**

The NSSC is located on a peninsula on the eastern shore of the South Basin of Lake Cochituate (see attached Location Map). Wetlands in the vicinity of the NSSC installation include a narrow area along the periphery of Lake Cochituate, an area surrounding Little Roundy Pond and along the stream that flows into Little Roundy Pond (see attached Existing Conditions and Detector Locations). Wooded areas associated with wetlands include red maple (*Acer rubrum*), silver maple (*A. saccharinum*), and elm (*Ulmus americana*). There is also a wooded area along the southern-most tip of the peninsula which is composed primarily of red oak (*Quercus rubra*).

The “Minimum Level of Effort” portion of the survey guidance will not be followed for this project. The USACE coordinated a sampling site plan on March 8, 2016 with Susi von Oettingen, Endangered Species Biologist, New England Field Office, in Concord, New Hampshire. There is a potential for foraging bats to use the linear wetlands associated with Roundy Pond and Lake Cochituate and for roosting bats to use nearby structures. Therefore, Ms. von Oettingen required two acoustic detectors to be set up adjacent to the housing areas to the north and south of General Greene Avenue. In addition, due to potential future projects on the main campus, NSSC requested one additional detector be set up at the southern-most portion of the peninsula and one near the boiler building (see attached Existing Conditions and Detector Locations). The Contractor shall submit the definitive locations for acoustic detectors to Judith Johnson, Evaluation Branch, Engineering/Planning Division, U.S. Army Corps of Engineers, 696 Virginia Road, Concord, Massachusetts 01742 or [judith.l.johnson@usace.army.mil](mailto:judith.l.johnson@usace.army.mil) for approval prior to set up.

#### **Task 2. Accident Prevention Plan:**

The Contractor shall prepare an Accident Prevention Plan (APP) specific to the activities being performed. It shall include an Activity Hazard Analysis (AHA) as described in Task 2.2 below. All work shall be conducted in accordance with the APP, the U.S. Army Corps of Engineers Safety and Health requirements Manual (EM 385-1-1, most recent edition), and all applicable federal, state, and local safety and health requirements. A copy of EM 385-1-1 can be accessed electronically at Headquarters USACE website under publications using the following link:

[http://www.publications.usace.army.mil/Portals/76/Publications/EngineerManuals/EM\\_385-1-1.pdf](http://www.publications.usace.army.mil/Portals/76/Publications/EngineerManuals/EM_385-1-1.pdf)

The APP shall detail how safety and health will be managed during the project. The APP shall address the requirements of applicable Federal, State and local safety and health laws, rules, and

regulations. The Contractor shall comply with Federal Acquisition Regulation Clause No. 52.236-13 for Accident Prevention, which is added by reference. Special attention shall focus on the requirements of EM 385-1-1, specifically Section 01.A.11 through 01.A.18, Figure 1-2 AHA, and Appendix A, (Minimum Basic Outline for Accident Prevention Plan). The APP shall be developed by a qualified person. The Contractor shall be responsible for documenting the qualified person's credentials. Work shall not proceed until the APP has been reviewed by the Government Designated Authority (GDA) and deemed acceptable for use on the project.

The APP shall interface with the Contractor's overall safety and health program. Any portions of the Contractor's overall safety and health program referenced in the APP shall be included in the applicable APP element and made site-specific. The Government considers the Prime Contractor to be the "controlling authority" for safety and health of the subcontractors. Contractors are responsible for informing their subcontractors of the safety provisions under the terms of the contract, the penalties for noncompliance, and inspecting subcontractor operations to ensure that accident prevention responsibilities are being carried out.

The Contractor shall conduct a safety meeting at the project site on the first day of work, whenever a new activity or phase of work begins, or at least weekly during the progress of work. All safety meetings shall be documented. The attached safety meeting form or a similar contractor-prepared form shall be used. Records of the safety briefings shall be submitted to the GDA weekly.

#### **Activity Hazard Analysis (AHA):**

An AHA shall be submitted for each major phase of work. A major phase of work is defined as an operation involving a type of work presenting hazards not experienced in previous operations or where a new subcontractor or work crew is to perform the work. The analysis shall define all activities to be performed, identify the sequence of work, the specific hazards anticipated, and the control measures to be implemented to eliminate or reduce each hazard to an acceptable level. Work shall not proceed on a phase of work until the AHA has been accepted by the GDA. A preparatory meeting shall be conducted by the Contractor to discuss the AHA contents with all engaged in the activity. The preparatory meeting shall be conducted by the Prime Contractor and shall include all subcontractors and Government on-site representatives. The AHA shall be continuously reviewed and revised to address changing site conditions or operations as appropriate.

#### **Accident Reporting:**

All accidents and near misses shall be investigated by the Contractor. All work-related recordable injuries, illnesses and property damage accidents (excluding on-the-road vehicle accidents), in which the property damage exceeds \$5,000.00, shall be verbally reported to the GDA within 24 hours of the incident. Serious accidents as described in EM 385-1-1 Section

01.D shall be immediately reported to the GDA. ENG Form 3394 shall be completed and submitted to the GDA within five working days of the incident.

The Contractor shall complete the attached “USACE Contractor Monthly Summary Record of Injuries/Illness and Work Hour Exposure” (for prime and its subcontractors) and forward the completed form to the GDA no later than close of business on the 5<sup>th</sup> calendar day of the following month. The method of transmission by the Prime Contractor to the GDA shall be electronically.

### **Task 3. Detector Set Up/Monitoring:**

Utilize full-spectrum bat detectors to document bat occurrence on the NSSC property. Full-spectrum data will be utilized rather than zero-crossing data. [Full spectrum data provides far more data and is analyzable with more software packages according to the Survey Guidelines. The zero-crossing data increases the potential for error, missed call, and inability to identify calls.] Proposals must provide detail on weatherproofing and any potential impact from weatherproofing on signal quality. The contractor will utilize four detectors (see attached Existing Conditions and Detector Locations) to monitor for bat calls for a minimum of two weeks during the months of June, July and August (for a total of six weeks of acoustic sampling). All staffing and equipment utilized for surveying will be provided by the Contractor.

The placement of the detectors is based upon the recommendation of the USFWS as per coordination on March 8, 2016 with Susi von Oettingen, Endangered Species Biologist, New England Field Office, in Concord, New Hampshire and coordination with NSSC. The contractor will set up bat detectors, recover recorded data, adjust detectors to improve signal quality and quantity, relocate detector to new sampling locations if necessary to improve quality of data, and maintain equipment. Trips to the NSSC will be previously coordinated no later than 5 business days prior and scheduled with the Terence Garrahan and the USAG Police Office at (508) 233-4201 to determine any conflicts limiting access to sampling locations.

### **Task 4. Analysis and Reporting:**

Follow Steps 5-7 under Analysis of Recorded Echolocation Calls in the Survey Guidelines. Available data must be analyzed at least to the *Myotis* level (whenever possible identify NLEB to species).

Prepare a report on the bat sampling and detected bat use of the NSSC and submit to Judith Johnson, Evaluation Branch, Engineering/Planning Division, U.S. Army Corps of Engineers, 696 Virginia Road, Concord, Massachusetts 01742. The report will contain all items detailed under “Submission of Acoustic Survey Results” in the Survey Guidelines, except the copy of habitat assessment. In addition, the report should also include:

a. A summary of data collection and data analysis. This should include any difficulties encountered during sampling that could impact detection (i.e. weather, conditions impacting potential bat activity, etc.), the qualification of the individuals(s) interpreting bat acoustic data, any limitations of the software to interpret particular signals, etc. Data analysis discussion should detail statistical confidence of identification including settings used for automatic call analysis software and subsequent human review and analysis.

b. Maps indicating where each species was detected.

c. An analysis of the results for each species. If a species is detected, the result should describe the location where the species was detected and potential causal factor for this associations that could be further investigated in out years.

d. Based on study findings, the report should discuss any recommendation for future monitoring.

e. Along with the report, electronic copies of the detection data (e.g. properly labeled and organized acoustic files and shapefiles) will be submitted to Judith Johnson at the previously provided address.

### **Project Timeline:**

The timeline below indicates the project schedule:

- Final acoustic sampling site location due 20 May.
- 1 June to 31 August – Collect acoustic bat data; two weeks during the months of June, July and August.
- 15 September – Complete analysis of bat acoustic data. Submit an information summary of the number and species of bats detected to the Judith Johnson of the USACE.
- 1 October – Submit draft report to Judith Johnson of the USACE.
- 15 October – Comments provide from the USACE to the contractor on draft report.
- 31 October – Submit final report to Judith Johnson of the USACE.

### **Deliverables:**

Deliverables and task completion will be communicated by the USACE approval of submissions.

- Final acoustic sampling site location.
- Monthly progress reports (information via email acceptable) including successes and difficulties of ongoing efforts to Judith Johnson at USACE at [judith.l.johnson@usace.army.mil](mailto:judith.l.johnson@usace.army.mil)
- Informal summary of acoustic analysis.
- GIS shapefile(s) of acoustic sampling location (to include sample area and distinct equipment locations) meet Spatial Data Standards for Facilities, Infrastructure, and Environment (SDSFIE) data standards for metadata and location quality.

- Electronic acoustic data (e.g., call files) properly labeled and organized according to existing standards for bat monitoring.
- Electronic copies of photos of bat detector locations.
- Draft report for review for review by the USACE.
- Final report to the USACE.

**Invoicing:** Invoices may be submitted monthly. Final scheduling will be agreed at project initiation. Invoices should be sent electronically to the Technical Point of Contact, Judith Johnson at [judith.l.johnson@usace.army.mil](mailto:judith.l.johnson@usace.army.mil).

**Proposal should include:**

- Itemized cost for each phase of the project (e.g., acoustic sampling, report analysis, report writing, supervisory oversight, etc.).
- Clearly outline qualification of personnel and past experience conducting relevant portions of the work (bat acoustic monitoring, call analysis, etc.). Vendor qualification will be evaluated for meeting requirements for “Acoustic surveyors” as previously described.
- Expert understanding of bat species status and prior work with bats, particularly NLEB.

**Technical Point of Contact:**

The Technical Point of Contact for this project will be Judith L. Johnson, 978-318-8138, [Judith.L.Johnson@usace.army.mil](mailto:Judith.L.Johnson@usace.army.mil).

**CONTRACTOR MANPOWER REPORTING:**

The Office of the Assistant Secretary of the Army (Manpower & Reserve Affairs) operates and maintains a secure Army data collection site where the contractor will report ALL contractor manpower (including subcontractor manpower) required for performance of this contract. The contractor is required to completely fill in all the information in the format using the following web address <https://cmra.army.mil>. The required information includes:

- (1) Contracting Office, Contracting Officer, Contracting Officer’s Technical Representative;
- (2) Contract number, including task and delivery order number;
- (3) Beginning and ending dates covered by reporting period;
- (4) Contractor name, address, phone number, e-mail address, identity of contractor employee entering data;
- (5) Estimated direct labor hours (including sub-contractor);
- (6) Estimated direct labor dollars paid this reporting period (including sub-contractor);
- (7) Total payments (including subcontractor);
- (8) Predominant Federal Service Code (FSC) reflecting services provided by contractor (and separate predominant FSC for each sub-contractor if different);

- (9) Organizational title associated with the Unit Identification Code (UIC) for the Army Requiring Activity (the Army Requiring Activity is responsible for providing the contractor with its UIC for the purposes of reporting this information);
- (10) Locations where contractor and sub-contractors perform the work (specified by zip code in the United States and nearest City, Country, when in an overseas location, using standardized nomenclature provided on website);
- (11) Presence of deployment or contingency contract language, and,
- (12) Number of contractor and sub-contractor employees deployed in theater this reporting period (by country). As part of its submission, the contractor will also provide the estimated total cost (if any) incurred to comply with this reporting requirement. Reporting period will be the period of performance not to exceed 12 months ending September 30 of each government fiscal year and must be reported by 31 October of each calendar year.

## NSSC Contractor Access Request Form

**Company Name:** \_\_\_\_\_

**Bldg/Area working:** \_\_\_\_\_

**NSSC POC:** \_\_\_\_\_

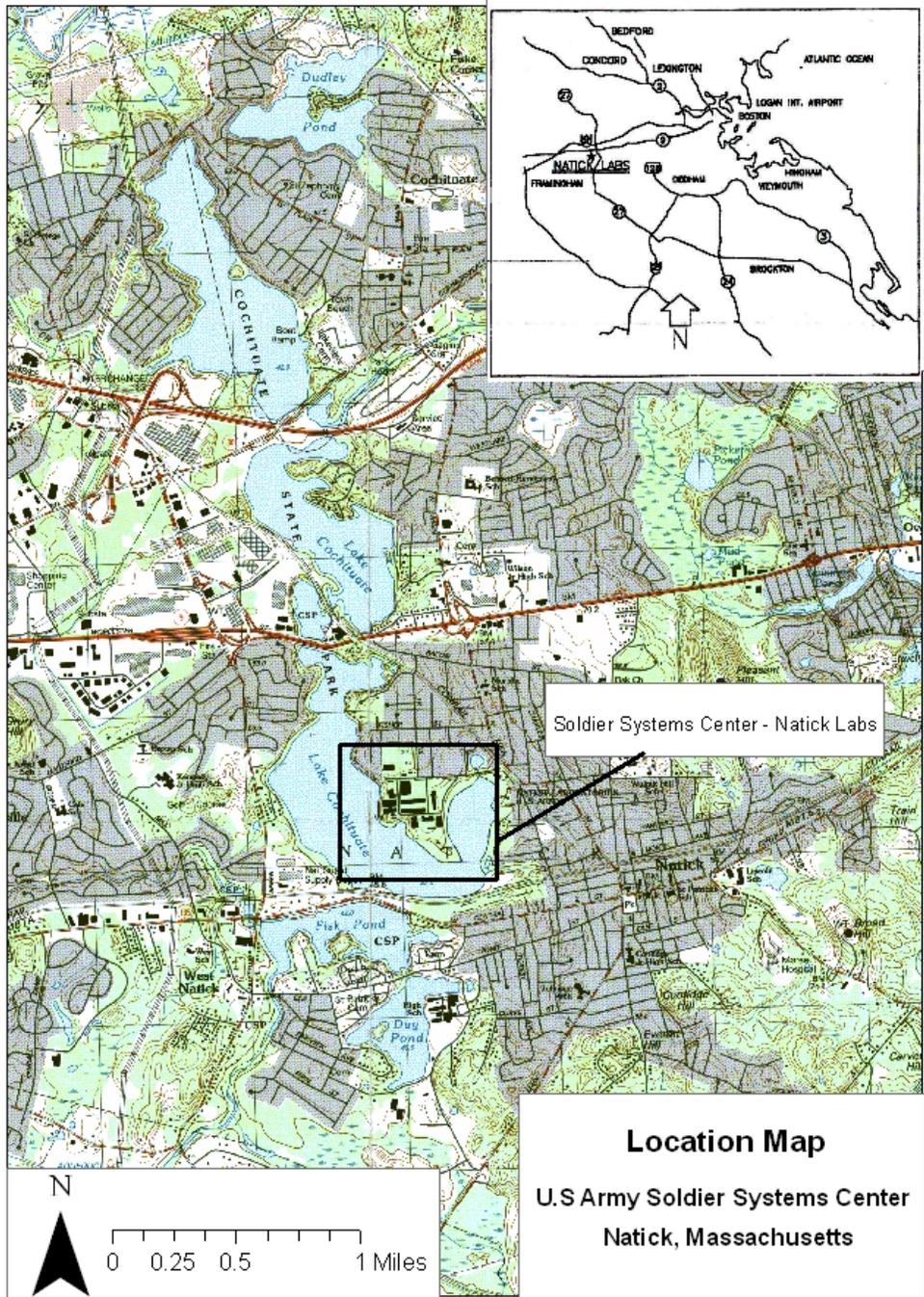
**POC Phone #:** \_\_\_\_\_

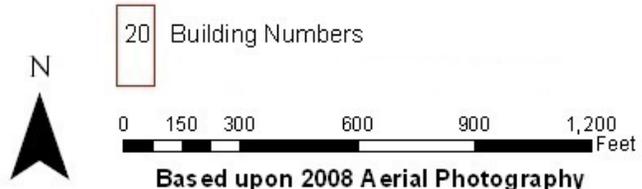
Last Name	First Name	DOB	DL#	DL State	Current Address	States Resided In During Past 5 Years

- Homeland Security Presidential Directive-12, Policy of Common Identification Standards for Federal Employees, Visitors and Contractors, Army Directive-Typed Memorandum (DTM) 09-012, HQDA-EXORD 033-15 and ARMY Regulation 190-13 Set the Standards for accessing Army installations. If the POC or visitor elects not to provide all the required information

requested, the visitor will be denied entry to the installation. The POC will only be notified if the visitor is not authorized entry onto the installation.

- All U.S. visitors 18 years of age and older must be vetted prior to entry to NSSC. Foreign visitors (both official and unofficial) must be vetted through the appropriate Foreign Disclosure Officer based on the organization he/she is coming to see. Please contact the appropriate office for instructions. For NSRDEC/TACOM contact 508-233-5497 and for all others contact DPTMS at 508-233-6972.
- To protect PII, there are two methods of submitting this form. This form can be emailed encrypted to “USARMY Natick SSC IMCOM Atlantic List NATI-PoliceVisitorAccess” at email address [usarmy.natick.imcom.list.nati-policevisitoraccess-ssc@mail.mil](mailto:usarmy.natick.imcom.list.nati-policevisitoraccess-ssc@mail.mil) Alternatively, this form can be faxed to (508) 233-6293.
- Requests must be received by USAG Natick Police at least 24 hours prior to the visitor’s arrival. Upon successful vetting, the visitor will be added to the Daily Access Roster for the date of the visit. The Daily Access Roster is maintained at the Main Gate.
- If a visitor has already been vetted within the last 90 days, then send an email request to the above address at least 24 hours prior to the visitor’s arrival. Include the visitor’s full name, date of visit, time of visit and POC. If the visitor was vetted within the last 90 days, they will be added to the Daily Access Roster. Visitors not vetted within the last 90 days will have to resubmit this form to the USAG Natick Police.
- Contact the USAG Natick Police Desk at 508-233-4201, to verify whether or not a visitor has been vetted within the last 90 days.
- Please direct any questions regarding this process to the USAG Natick Police Desk at 508-233-4201.





20 Building Numbers

**Existing Conditions  
and Detector Locations**  
U.S. Army Soldier Systems Center  
Natick, Massachusetts

**WEEKLY SAFETY MEETING**

Date Held: \_\_\_\_\_

Time: \_\_\_\_\_

CONTRACTOR: \_\_\_\_\_ Contract No. DACW33-  
PERSONNEL PRESENT (check): Contractor \_\_\_\_ Sub. \_\_\_\_ Government \_\_\_\_

SUBJECTS DISCUSSED (check items that were discussed during meeting):

- USACE EM385-1-1 \_\_\_\_\_ (Specific sections: \_\_\_\_\_)
- On-site Accident Prevention Plan (or Site Safety and Health Plan) \_\_\_\_\_
- Individual protective equipment (steel-toed boots, safety glasses, etc..) \_\_\_\_\_
- Prevention of slips/falls \_\_\_\_\_
- Back injury/safe lifting techniques \_\_\_\_\_
- Fire prevention \_\_\_\_\_
- First aid \_\_\_\_\_
- Tripping hazards \_\_\_\_\_
- Equipment inspection and maintenance \_\_\_\_\_
- Hoisting equipment, winch and crane safety \_\_\_\_\_
- Ropes, hooks, chains, and slings \_\_\_\_\_
- Water safety \_\_\_\_\_
- Boat safety \_\_\_\_\_
- HAZMAT, Toxic hazards, contaminated sediments, MSDS, respiratory, ventilation \_\_\_\_\_
- Biological hazards (poison ivy, ticks, wasps, mosquitoes etc) \_\_\_\_\_
- Staging, ladders, concrete forms, safety nets, handrails \_\_\_\_\_
- Hand tools, power tools, machinery, chain saws \_\_\_\_\_
- Vehicle operation safety \_\_\_\_\_
- Electrical grounding, temporary wiring, GFCI \_\_\_\_\_
- Lockouts/safe clearance procedures \_\_\_\_\_
- Welding, cutting \_\_\_\_\_
- Excavation hazards/rescue \_\_\_\_\_
- Loose rock/steep slopes \_\_\_\_\_
- Explosives \_\_\_\_\_
- Sanitation and waste disposal \_\_\_\_\_
- Clean-up, trash \_\_\_\_\_

Other safety issues of concern specific to contract that was discussed during meeting:

All persons attending meeting the meeting must sign below or on the back of the form.

Contractor Representative Signature \_\_\_\_\_ Date: \_\_\_\_\_  
CE Inspector/QA (if present at meeting) \_\_\_\_\_ Date: \_\_\_\_\_



<i>(For Safety Staff Only)</i>	REPORT NO.	EROC CODE	<b>UNITED STATES ARMY CORPUS OF ENGINEERS ACCIDENT INVESTIGATION REPORT</b> <i>(For Use of this Form See Help Menu and USACE Suppl to AR 385-40)</i>			<b>REQUIREMENT CONTROL SYMBOL: CEEC-S-8(R2)</b>
<b>1. ACCIDENT CLASSIFICATION</b>						
PERSONNEL CLASSIFICATION		INJURY/ILLNESS/FATAL		PROPERTY DAMAGE		
GOVERNMENT				MOTOR VEHICLE INVOLVED		
<input type="checkbox"/> CIVILIAN <input checked="" type="checkbox"/> MILITARY		<input type="checkbox"/>		<input type="checkbox"/> FIRE INVOLVED <input type="checkbox"/> OTHER		
<input checked="" type="checkbox"/> CONTRACTOR		<input type="checkbox"/>		<input type="checkbox"/>		
<input checked="" type="checkbox"/> PUBLIC		<input checked="" type="checkbox"/> FATAL <input checked="" type="checkbox"/> OTHER		<input type="checkbox"/>		
<b>2. PERSONAL DATA</b>						
a. Name (Last, First, MI)		b. AGE	c. SEX <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE		d. SOCIAL SECURITY NUMBER	
e. GRADE	f. JOB SERIES/TITLE	g. DUTY STATUS AT TIME OF ACCIDENT <input type="checkbox"/> ON DUTY <input type="checkbox"/> TDY <input type="checkbox"/> OFF DUTY		h. EMPLOYMENT STATUS AT TIME OF ACCIDENT <input type="checkbox"/> ARMY ACTIVE <input type="checkbox"/> ARMY RESERVE <input type="checkbox"/> VOLUNTEER <input type="checkbox"/> PERMANENT <input type="checkbox"/> FOREIGN NATIONAL <input type="checkbox"/> SEASONAL <input type="checkbox"/> TEMPORARY <input type="checkbox"/> STUDENT <input type="checkbox"/> OTHER (Specify) _____		
<b>3. GENERAL INFORMATION</b>						
a. DATE OF ACCIDENT <i>(month/day/year)</i>		b. TIME OF ACCIDENT <i>(Military time)</i> hrs		c. EXACT LOCATION OF ACCIDENT		
d. CONTRACTOR'S NAME (1) PRIME:		e. CONTRACT NUMBER		f. TYPE OF CONTRACT		
		<input type="checkbox"/> CIVIL WORKS <input type="checkbox"/> MILITARY		<input type="checkbox"/> CONSTRUCTION <input type="checkbox"/> SERVICE		
		<input type="checkbox"/> OTHER (Specify) _____		<input type="checkbox"/> SUPERFUND <input type="checkbox"/> DERP		
				<input type="checkbox"/> A/E <input type="checkbox"/> DREDGE <input type="checkbox"/> IRP <input type="checkbox"/> OTHER (Specify) _____		
				<input type="checkbox"/> OTHER _____		
				g. HAZARDOUS/TOXIC WASTE ACTIVITY <input type="checkbox"/> OTHER (Specify) _____		
				(2) SUBCONTRACTOR:		
<b>4. CONSTRUCTION ACTIVITIES ONLY (Fill in line and corresponding code number in box from list - see help menu)</b>						
a. CONSTRUCTION ACTIVITY			b. TYPE OF CONSTRUCTION EQUIPMENT			
(CODE) # _____			(CODE) # _____			
<b>5. INJURY/ILLNESS INFORMATION (Include name on line and corresponding code number in box for items e, f, &amp; g - see help menu)</b>						
a. SEVERITY OF ILLNESS/INJURY		b. ESTIMATED DAYS LOST		c. ESTIMATED DAYS HOSPITALIZED	d. ESTIMATED DAYS RESTRICTED DUTY	
(CODE) # _____		(CODE) # _____		(CODE) # _____	(CODE) # _____	
e. BODY PART AFFECTED		g. TYPE AND SOURCE OF INJURY /ILLNESS				
PRIMARY (CODE) # _____		TYPE (CODE) # _____				
SECONDARY (CODE) # _____		SOURCE (CODE) # _____				
f. NATURE OF ILLNESS/INJURY (CODE) # _____						
<b>6. PUBLIC FATALITY (Fill in line and correspondence code number in box - see help menu)</b>						
a. ACTIVITY AT TIME OF ACCIDENT (CODE) # _____			b. PERSONAL FLOATATION DEVICE USED? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A			
<b>7. MOTOR VEHICLE ACCIDENT</b>						
a. TYPE OF VEHICLE		b. TYPE OF COLLISION		c. SEAT BELTS		
<input type="checkbox"/> PICKUP/VAN <input type="checkbox"/> AUTOMOBILE		<input type="checkbox"/> SIDE SWIPE <input type="checkbox"/> HEAD ON <input type="checkbox"/> REAR END		USED    NOT USED    NOT AVAILABLE		
<input type="checkbox"/> TRUCK <input type="checkbox"/> OTHER (Specify) _____		<input type="checkbox"/> BROADSIDE <input type="checkbox"/> ROLLOVER <input type="checkbox"/> BACKING		(1) FRONT SEAT <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
		<input type="checkbox"/> OTHER (Specify) _____		(2) REAR SEAT <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
<b>8. PROPERTY/MATERIAL INVOLVED</b>						
a. NAME OF ITEM		B. OWNERSHIP		C. \$ AMOUNT OF DAMAGE		
(1)						
(2)						
(3)						
<b>9. VESSEL/FLOATING PLANT ACCIDENT (Fill in line and correspondence code number in box from list - see help menu)</b>						
a. TYPE OF VESSEL/FLOATING PLANT (CODE) # _____			b. TYPE OF COLLISION/MSHAP (CODE) # _____			
<b>10. ACCIDENT DESCRIPTION (Use additional paper, if necessary)</b>						
(See attached page)						

11. CAUSAL FACTOR(3) <i>(Read Instruction Before Completing)</i>			
a. (Explain YES answers in item 13)  DESIGN: Was design of facility, workplace or equipment a factor? <input type="checkbox"/> YES <input type="checkbox"/> NO  INSPECTION/MAINTENANCE: Were inspection & maintenance procedures a factor? <input type="checkbox"/> YES <input type="checkbox"/> NO  PERSONS PHYSICAL CONDITION: In your opinion, was the physical condition of the person a factor? <input type="checkbox"/> YES <input type="checkbox"/> NO  OPERATING PROCEDURES: Were operating procedures a factor? <input type="checkbox"/> YES <input type="checkbox"/> NO  JOB PRACTICES: Were any job safety/health practices not followed when the accident occurred? <input type="checkbox"/> YES <input type="checkbox"/> NO  HUMAN FACTORS: Did any human factors such as, size or strength of person, etc., contribute to accident? <input type="checkbox"/> YES <input type="checkbox"/> NO  ENVIRONMENTAL FACTORS: Did heat, cold, dust, sun glare, etc., contribute to the accident? <input type="checkbox"/> YES <input type="checkbox"/> NO	YES	NO	a. (CONTINUED)  CHEMICAL AND PHYSICAL AGENT FACTORS: Did exposure to chemical agents, such as dust, fumes, mists, vapors or physical agents, such as, noise, radiation, etc., contribute to accident? <input type="checkbox"/> YES <input type="checkbox"/> NO  OFFICE FACTORS: Did office setting such as, lifting office furniture, carrying, stooping, etc., contribute to the accident? <input type="checkbox"/> YES <input type="checkbox"/> NO  SUPPORT FACTORS: Were inappropriate tools/resources provided to properly perform the activity/task? <input type="checkbox"/> YES <input type="checkbox"/> NO  PERSONAL PROTECTIVE EQUIPMENT: Did the improper selection, use, or maintenance of personal protective equipment contribute to the accident? <input type="checkbox"/> YES <input type="checkbox"/> NO  DRUGS/ALCOHOL: In your opinion, were drugs or alcohol a factor to the accident? <input type="checkbox"/> YES <input type="checkbox"/> NO  b. WAS A WRITTEN JOB/ACTIVITY HAZARD ANALYSIS COMPLETED FOR TASK BEING PERFORMED AT TIME OF ACCIDENT?  <input type="checkbox"/> YES <i>(if yes, attach a copy.)</i> <input type="checkbox"/> NO

12. TRAINING		
a. WAS PERSON TRAINED TO PERFORM ACTIVITY/TASK?	b. TYPE OF TRAINING.	c. DATE OF MOST RECENT FORMAL TRAINING.
<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> CLASSROOM <input type="checkbox"/> ON JOB	(Month) (Day) (Year)

13. FULLY EXPLAIN WHAT ALLOWED OR CAUSED THE ACCIDENT; INCLUDE DIRECT AND INDIRECT CAUSES	
<i>(See instruction for definition of direct and indirect causes.) (Use additional paper, if necessary)</i>	
a. DIRECT CAUSE	
b. INDIRECT CAUSE(S)	

14. ACTION(S) TAKEN, ANTICIPATED OR RECOMMENDED TO ELIMINATE CAUSE(S)	
DESCRIBE FULLY:	

15. DATES FOR ACTIONS IDENTIFIED IN BLOCK 14.			
a. BEGINNING (Month/Day/Year)		b. ANTICIPATED COMPLETION (Month/Day/Year)	
c. SIGNATURE AND TITLE OF SUPERVISOR COMPLETING REPORT		d. DATE (Mo/Da/Yr)	e. ORGANIZATION IDENTIFIER (Div, Br, Sect)
CORPS _____			f. OFFICE SYMPO _____
CONTRACTOR _____			

16. MANAGEMENT REVIEW <i>(1st)</i>		
a. <input type="checkbox"/> CONCUR	b. <input type="checkbox"/> NON CONCUR	c. <input type="checkbox"/> COMMENTS
SIGNATURE	TITLE	DATE

17. MANAGEMENT REVIEW <i>(2nd – Chief Operations, Construction, Engineering, etc.)</i>		
a. <input type="checkbox"/> CONCUR	b. <input type="checkbox"/> NON CONCUR	c. <input type="checkbox"/> COMMENTS
SIGNATURE	TITLE	DATE

18. SAFETY AND OCCUPATIONAL HEALTH OFFICE REVIEW		
a. <input type="checkbox"/> CONCUR	b. <input type="checkbox"/> NON CONCUR	<input type="checkbox"/> ADDITIONAL ACTIONS/COMMENTS
SIGNATURE	TITLE	DATE

19. COMMAND APPROVAL	
COMMENTS	
COMMANDER SIGNATURE	DATE

10.

**ACCIDENT DESCRIPTION** *(Continuation)*

13a.

**DIRECT CAUSE** *(Continuation)*

13b.

**INDIRECT CAUSES** *(Continuation)*

14.

**ACTION(S) TAKEN, ANTICIPATED, OR RECOMMENDED TO ELIMINATE CAUSES(S)** *(Continuation)*

**GENERAL.** Complete a separate report for each person who was injured, caused, or contributed to the accident (excluding uninjured personnel and witnesses). Use of this form for reporting USACE employee first-aid type injuries not submitted to the Office of Workers' Compensation Programs (OWCP) shall be at the discretion of the FOA commander. Please type or print legibly. Appropriate items shall be marked with an "X" in box(es). If additional space is needed, provide the information on a separate sheet and attach to the completed form. Ensure that these instructions are forwarded with the completed report to the designated management reviewers indicated in sections 16. and 17.

**INSTRUCTIONS FOR SECTION 1 – ACCIDENT CLASSIFICATION.** (Mark All Boxes That Are Applicable.)

- a. **GOVERNMENT.** Mark "CIVILIAN" box if accident involved government civilian employee; mark "MILITARY" box if accident involved U.S. military personnel.
  - (1) **INJURY/ILLNESS/FATALITY** – Mark if accident resulted in any government civilian employee injury, illness, or fatality that requires the submission of OWCP Forms CA-1 (injury), CA-2 (illness), or CA-6 (fatality) to OWCP; mark if accident resulted in military personnel lost-time or fatal injury or illness.
  - (2) **PROPERTY DAMAGE** – Mark the appropriate box if accident resulted in any damage of \$1000 or more to government property (including motor vehicles).
  - (3) **VEHICLE INVOLVED** – Mark if accident involved a motor vehicle, regardless of whether "INJURY/ILLNESS/FATALITY" or "PROPERTY DAMAGE" are marked.
  - (4) **DIVING ACTIVITY** – Mark if the accident involved an in-house USACE diving activity.
- b. **CONTRACTOR.**
  - (1) **INJURY/ILLNESS/FATALITY** – Mark if accident resulted in any contractor lost-time injury/illness or fatality.
  - (2) **PROPERTY DAMAGE** – Mark the appropriate box if accident resulted in any damage of \$1000 or more to contractor property (including motor vehicles).
  - (3) **VEHICLE INVOLVED** – Mark if accident involved a motor vehicle, regardless of whether "INJURY/ILLNESS/FATALITY" or "PROPERTY DAMAGE" are marked.
  - (4) **DIVING ACTIVITY** – Mark if the accident involved a USACE Contractor diving activity.
- c. **PUBLIC.**
  - (1) **INJURY/ILLNESS/FATALITY** – Mark if accident resulted in public fatality or permanent total disability. (The "OTHER" box will be marked when requested by the FOA to report an unusual non-fatal public accident that could result in claims against the government or as otherwise directed by the FOA Commander).
  - (2) **VOID SPACE** – Make no entry.
  - (3) **VEHICLE INVOLVED** – Mark if accident resulted in a fatality to a member of the public and involved a motor vehicle, regardless of whether "INJURY/ILLNESS/FATALITY" is marked.
  - (4) **VOID SPACE** – Make no entry.

**INSTRUCTIONS FOR SECTION 2 – PERSONAL DATA**

- a. **NAME** – (MANDATORY FOR GOVERNMENT ACCIDENTS. OPTIONAL AT THE DISCRETION OF THE FOA COMMANDER FOR CONTRACTOR AND PUBLIC ACCIDENTS). Enter last name, first name, middle initial of person involved.
- b. **AGE** – Enter age.
- c. **SEX** – Mark appropriate box.
- d. **SOCIAL SECURITY NUMBER** – (FOR GOVERNMENT PERSONNEL ONLY) Enter the social security number (or other personal identification number if no social security number issued).
- e. **GRADE** – (FOR GOVERNMENT PERSONNEL ONLY) Enter pay grade. Example: O-6; E-7; WG-8; WS-12; GS-11; etc.

- f. **JOB SERIES/TITLE** – For government civilian employees enter the pay plan, full series number, and job title, e.g. GS-0810/Civil Engineer. For military personnel enter the primary military occupational specialty (PMOS), e.g., 15A30 or 11G50. For contractor employees enter the job title assigned to the injured person, e.g. carpenter, laborer, surveyor, etc..
- g. **DUTY STATUS** – Mark the appropriate box.
  - (1) **ON DUTY** – Person was at duty station during duty hours or person was away from duty station during duty hours but on official business at time of the accident.
  - (2) **TDY** - Person was on official business, away from the duty station and with travel orders at time of accident. Line-of-duty investigation required.
  - (3) **OFF DUTY** - Person was not on official business at time of accident
- h. **EMPLOYMENT STATUS** – (FOR GOVERNMENT PERSONNEL ONLY) Mark the most appropriate box. If "OTHER" is marked, specify the employment status of the person.

**INSTRUCTION FOR SECTION 3 – GENERAL INFORMATION**

- a. **DATE OF ACCIDENT** – Enter the month, day, and year of accident.
- b. **TIME OF ACCIDENT** – Enter the local time of accident in military time. Example: 1430 hrs (not 2:30 p.m.).
- c. **EXACT LOCATION OF ACCIDENT** – Enter facts needed to locate the accident scene. (Installation/project name, building number, street, direction and distance from closest landmark, etc..)
- d. **CONTRACTOR NAME**
  - (1) **PRIME** – Enter the exact name (title of firm) of the prime contractor.
  - (2) **SUBCONTRACTOR** – Enter the name of any subcontractor involved in the accident.
- e. **CONTRACT NUMBER** – Mark the appropriate box to identify if contract is civil works, military, or other: if "OTHER" is marked, specify contract appropriation on line provided. Enter complete contract number of prime contract, e.g., DACW 09-85-C-0100.
- f. **TYPE OF CONTRACT** – Mark appropriate box. A/E means architect/engineer. If "OTHER" is marked, specify type of contract on line provided.
- g. **HAZARDOUS/TOXIC WASTE ACTIVITY (HTW)** – Mark the box to identify the HTW activity being performed at the time of the accident. For Superfund, DERP, and Installation Restoration Program (IRP) HTW activities include accidents that occurred during inventory, predesign, design, and construction. For the purpose of accident reporting, DERP Formerly Used DoD Site (FUDS) activities and IRP activities will be treated separately. For Civil Works O&M HTW activities mark the "OTHER" box.

**INSTRUCTIONS FOR SECTION 4 – CONSTRUCTION ACTIVITIES**

- a. **CONSTRUCTION ACTIVITY** – Select the most appropriate construction activity being performed at time of accident from the list below. Enter the activity name and place the corresponding code number identified in the box.

**CONSTRUCTION ACTIVITY LIST**

- |                         |                            |
|-------------------------|----------------------------|
| 1. MOBILIZATION         | 14. ELECTRICAL             |
| 2. SITE PREPARATION     | 15. SCAFFOLDING/ACCESS     |
| 3. EXCAVATION/TRENCHING | 16. MECHANICAL             |
| 4. GRADING (EARTHWORK)  | 17. PAINTING               |
| 5. PIPING/UTILITIES     | 18. EQUIPMENT/MAINTENANCE  |
| 6. FOUNDATION           | 19. TUNNELING              |
| 7. FORMING              | 20. WAREHOUSING/STORAGE    |
| 8. CONCRETE PLACEMENT   | 21. PAVING                 |
| 9. STEEL ERECTION       | 22. FENCING                |
| 10. ROOFING             | 23. SIGNING                |
| 11. FRAMING             | 24. LANDSCAPING/IRRIGATION |
| 12. MASONRY             | 25. INSULATION             |
| 13. CARPENTRY           | 26. DEMOLITION             |

b. TYPE OF CONSTRUCTION EQUIPMENT—Select the equipment involved in the accident from the list below. Enter the name and place the corresponding code number identified in the box. If equipment is not included below, use code 24, "OTHER", and write in specific type of equipment.

**CONSTRUCTION EQUIPMENT**

- |                                    |                                |
|------------------------------------|--------------------------------|
| 1. GRADER                          | 13. DUMP TRUCK (OFF HIGHWAY)   |
| 2. DRAGLINE                        | 14. TRUCK (OTHER)              |
| 3. CRANE (ON VESSEL/BARGE)         | 15. FORKLIFT                   |
| 4. CRANE (TRACKED)                 | 16. BACKHOE                    |
| 5. CRANE (RUBBER TIRE)             | 17. FRONT-END LOADER           |
| 6. CRANE (VEHICLE MOUNTED)         | 18. PILE DRIVER                |
| 7. CRANE (TOWER)                   | 19. TRACTOR (UTILITY)          |
| 8. SHOVEL                          | 20. MANLIFT                    |
| 9. SCRAPER                         | 21. DOZER                      |
| 10. PUMP TRUCK (CONCRETE)          | 22. DRILL RIG                  |
| 11. TRUCK (CONCRETE/TRANSIT MIXER) | 23. COMPACTOR/VIBRATORY ROLLER |
| 12. DUMP TRUCK (HIGHWAY)           | 24. OTHER                      |

**INSTRUCTIONS FOR SECTION 5—INJURY/ILLNESS INFORMATION**

a. SEVERITY OF INJURY / ILLNESS - Reference para 2-10 of USACE Suppl 1 to AR 385-40 and enter code and description from list below.

- |     |                                                 |
|-----|-------------------------------------------------|
| NOI | NO INJURY                                       |
| FAT | FATALITY                                        |
| PTL | PERMANENT TOTAL DISABILITY                      |
| PPR | PERMANENT PARTIAL DISABILITY                    |
| LWD | LOST WORKDAY CASE INVOLVING DAYS AWAY FROM WORK |
| NLW | RECORDABLE CASE WITHOUT LOST WORKDAYS           |
| RFA | RECORDABLE FIRST AID CASE                       |
| NR  | NON-RECORDABLE INJURY                           |

- b. ESTIMATED DAYS LOST—Enter the estimated number of workdays the person will lose from work.
- c. ESTIMATED DAYS HOSPITALIZED—Enter the estimated number of workdays the person will be hospitalized.
- d. ESTIMATED DAYS RESTRICTED DUTY—Enter the estimated number of workdays the person, as a result of the accident, will not be able to perform all of their regular duties.
- e. BODY PART AFFECTED—Select the most appropriate primary and when applicable, secondary body part affected from the list below. Enter body part name on line and place the corresponding code letters identifying that body part in the box.

GENERAL BODY AREA	CODE	BODY PART NAME
ARM/WRIST	AB	ARM AND WRIST
	AS	ARM OR WRIST
TRUNK, EXTERNAL MUSCULATURE	B1	SINGLE BREAST
	B2	BOTH BREASTS
	B3	SINGLE TESTICLE
	B4	BOTH TESTICLES
	BA	ABDOMEN
	BC	CHEST
	BL	LOWER BACK
	BP	PENIS
	BS	SIDE
	BU	UPPER BACK
	BW	WAIST
	BZ	TRUNK OTHER
HEAD, INTERNAL	C1	SINGLE EAR INTERNAL
	C2	BOTH EARS INTERNAL
	C3	SINGLE EYE INTERNAL
	C4	BOTH EYES INTERNAL
	CB	BRAIN
	CC	CRANIAL BONES
	CD	TEETH
	CJ	JAW
	CL	THROAT, LARYNX
	CM	MOUTH

	CN	NOSE
	CR	THROAT, OTHER
	CT	TONGUE
	CZ	HEAD OTHER INTERNAL
ELBOW	EB	BOTH ELBOWS
	ES	SINGLE ELBOW
FINGER	F1	FIRST FINGER
	F2	BOTH FIRST FINGERS
	F3	SECOND FINGER
	F4	BOTH SECOND FINGERS
	F5	THIRD FINGER
	F6	BOTH THIRD FINGERS
	F7	FOURTH FINGER
	F8	BOTH FOURTH FINGERS
TOE	G1	GREAT TOE
	G2	BOTH GREAT TOES
	G3	TOE OTHER
	G4	TOES OTHER
HEAD, EXTERNAL	H1	EYE EXTERNAL
	H2	BOTH EYES EXTERNAL
	H3	EAR EXTERNAL
	H4	BOTH EARS EXTERNAL
	HC	CHIN
	HF	FACE
	HK	NECK/THROAT
	HM	MOUTH/LIPS
	HN	NOSE
	HS	SCALP
KNEE	KB	BOTH KNEES
	KS	KNEE
LEG, HIP, ANKLE, BUTTOCK	LB	BOTH LEGS/HIPS/ANKLES/BUTTOCKS
	LS	SINGLE LEG/HIP ANKLE/BUTTOCK
HAND	MB	BOTH HANDS
	MS	SINGLE HAND
FOOT	PB	BOTH FEET
	PS	SINGLE FOOT
TRUNK, BONES	R1	SINGLE COLLAR BONE
	R2	BOTH COLLAR BONES
	R3	SHOULDER BLADE
	R4	BOTH SHOULDER BLADES
	RB	RIB
	RS	STERNUM (BREAST BONE)
	RV	VERTEBRAE (SPINE; DISC)
	RZ	TRUNK BONES OTHER
SHOULDER	SB	BOTH SHOULDERS
	SS	SINGLE SHOULDER
THUMB	TB	BOTH THUMBS
	TS	SINGLE THUMB
TRUNK, INTERNAL ORGANS	V1	LUNG, SINGLE
	V2	LUNGS, BOTH
	V3	KIDNEY, SINGLE
	V4	KIDNEYS, BOTH
	VH	HEART
	VL	LIVER
	VR	REPRODUCTIVE ORGANS
	VS	STOMACH
	VV	INTESTINES
	VZ	TRUNK, INTERNAL; OTHER

f. NATURE OF INJURY/ILLNESS - Select the most appropriate nature of injury / illness from the list below. This nature of injury / illness shall correspond to the primary body part selected in 5e, above. Enter the nature of injury / illness name on the line and place the corresponding CODE letters in the box provided.

\* The injury or condition selected below must be caused by a specific incident or event which occurred during a single work day or shift.

GENERAL NATURE CATEGORY	CODE	NATURE OF INJURY NAME
*TRAUMATIC INJURY OR DISABILITY	TA	AMPUTATION
	TB	BACK STRAIN.
	TC	CONTUSION; BRUISE; ABRASION
	TD	DISLOCATION
	TF	FRACTURE
	TH	HERNIA
	TK	CONCUSSION
	TL	LACERATION, CUT
	TP	PUNCTURE
	TS	STRAIN, MULTIPLE
	TU	BURN, SCALD, SUNBURN
	TI	TRAUMATIC SKIN DISEASES/ CONDITIONS INCLUDING DERMATITIS
	TR	TRAUMATIC RESPIRATORY DISEASE
	TQ	TRAUMATIC FOOD POISONING
	TW	TRAUMATIC TUBERCULOSIS
	TX	TRAUMATIC VIROLOGICAL/ INFECTIVE/PARASITIC DISEASE
	T1	TRAUMATIC CEREBRAL VASCULAR CONDITION/STROKE
	T2	TRAUMATIC HEARING LOSS
T3	TRAUMATIC HEART CONDITION	
T4	TRAUMATIC MENTAL DISORDER; STRESS; NERVOUS CONDITION	
T8	TRAUMATIC INJURY - OTHER (EXCEPT DISEASE, ILLNESS)	

\*\*A nontraumatic physiological harm or loss of capacity produced by systemic infection, continued or repeated stress or strain; exposure to toxins, poisons, fumes, etc.; or other continued and repeated exposures to conditions of the work environment over a long period of time. For practical purposes, an occupational illness/disease or disability is any reported condition which does not meet the definition of traumatic injury or disability as described above.

GENERAL NATURE CATEGORY	CODE	NATURE OF INJURY NAME	
**NON-TRAUMATIC ILLNESS/DISEASE OR DISABILITY	RESPIRATORY DISEASE		
	RA	ASBESTOSIS	
	RB	BRONCHITIS	
	RE	EMPHYSEMA	
	RP	PNEUMOCONIOSIS	
	RS	SILICOSIS	
	R9	RESPIRATORY DISEASE, OTHER	
	VIROLOGICAL, INFECTIVE & PARASITIC DISEASES	VB	BRUCELOSIS
		VC	COCCIDIOMYCOSIS
VF		FOOD POISONING	
VH		HEPATITIS	
VM		MALARIA	
VS		STAPHYLOCOCCUS	
VT		TUBERCULOSIS	
V9		VIROLOGICAL/INFECTIVE/ PARASITIC - OTHER	
DISABILITY, OCCUPATIONAL		DA	ARTHRITIS, BURSITIS
	DB	BACK STRAIN, BACK SPRAIN	
	DC	CEREBRAL VASCULAR CONDITION: STROKE	
	DD	ENDEMIC DISEASE (OTHER THAN CODE TYPES R&S)	
	DE	EFFECT OF ENVIRONMENTAL CONDITION	
	DH	HEARING LOSS	
	DK	HEART CONDITION	
	DM	MENTAL DISORDER, EMOTIONAL STRESS NERVOUS CONDITION	
	DR	RADIATION	
	DS	STRAIN, MULTIPLE	
	DU	ULCER	
	DV	OTHER VASCULAR CONDITIONS	
	D9	DISABILITY, OTHER	

GENERAL NATURE CATEGORY	CODE	NATURE OF INJURY NAME
SKIN DISEASE OR CONDITION	SB	BIOLOGICAL
	SC	CHEMICAL
	S9	DERMATITIS, UNCLASSIFIED

g. TYPE AND SOURCE OF INJURY/ILLNESS (CAUSE) - Type and Source Codes are used to describe what caused the incident. The Type Code stands for an ACTION and the Source Code for an OBJECT or SUBSTANCE. Together, they form a brief description of how the incident occurred. Where there are two different sources, code the initiating source of the incident (see example 1, below). Examples:

(1) An employee tripped on carpet and struck his head on a desk.  
TYPE: 210 (fell on same level) SOURCE: 0110 (walking/working surface)

NOTE: This example would NOT be coded 120 (struck against) and 0140 (furniture).

(2) A Park Ranger contracted dermatitis from contact with poison ivy/oak.  
TYPE: 510 (contact) SOURCE: 0920 (plant)

(3) A lock and dam mechanic punctured his finger with a metal sliver while grinding a turbine blade.  
TYPE: 410 (punctured by) SOURCE: 0830 (metal)

(4) An employee was driving a government vehicle when it was struck by another vehicle.  
TYPE: 800 (traveling in) SOURCE: 0421 (government-owned vehicle, as driver)

NOTE: The Type Code 800, "Traveling In" is different from the other type codes in that its function is not to identify factors contributing to the injury or fatality, but rather to collect data on the type of vehicle the employee was operating or traveling in at the time of the incident.

Select the most appropriate TYPE and SOURCE identifier from the list below and enter the name on the line and the corresponding code in the appropriate box.

CODE	TYPE OF INJURY NAME
	STRUCK
0110	STRUCK BY
0111	STRUCK BY FALLING OBJECT
0120	STRUCK AGAINST
	FELL, SLIPPED, TRIPPED
0210	FELL ON SAME LEVEL
0220	FELL ON DIFFERENT LEVEL
0230	SLIPPED, TRIPPED (NO FALL)
	CAUGHT
0310	CAUGHT ON
0320	CAUGHT IN
0330	CAUGHT BETWEEN
	PUNCTURED, LACERATED
0410	PUNCTURED BY
0420	CUT BY
0430	STUNG BY
0440	BITTEN BY
	CONTACTED
0510	CONTACTED WITH (INJURED PERSON MOVING)
0520	CONTACTED BY (OBJECT WAS MOVING)
	EXERTED
0610	LIFTED, STRAINED BY (SINGLE ACTION)
0620	STRESSED BY (REPEATED ACTION)
	EXPOSED
0710	INHALED
0720	INGESTED
0730	ABSORBED
0740	EXPOSED TO
0800	TRAVELING IN
CODE	SOURCE OF INJURY NAME
0100	BUILDING OR WORKING AREA
0110	WALKING/WORKING SURFACE (FLOOR, STREET, SIDEWALKS, ETC)
0120	STAIRS, STEPS
0130	LADDER
0140	FURNITURE, FURNISHINGS, OFFICE EQUIPMENT
0150	BOILER, PRESSURE VESSEL
0160	EQUIPMENT LAYOUT (ERGONOMIC)
0170	WINDOWS, DOORS
0180	ELECTRICITY

CODE	SOURCE OF INJURY NAME
0200	ENVIRONMENTAL CONDITION
0210	TEMPERATURE EXTREME (INDOOR)
0220	WEATHER (ICE, RAIN, HEAT, ETC.)
0230	FIRE, FLAME, SMOKE (NOT TOBACCO)
0240	NOISE
0250	RADIATION
0260	LIGHT
0270	VENTILATION
0271	TOBACCO SMOKE
0280	STRESS (EMOTIONAL)
0290	CONFINED SPACE
0300	MACHINE OR TOOL
0310	HAND TOOL (POWERED: SAW, GRINDER, ETC.)
0320	HAND TOOL (NONPOWERED)
0330	MECHANICAL POWER TRANSMISSION APPARATUS
0340	GUARD, SHIELD (FIXED, MOVEABLE, INTERLOCK)
0350	VIDEO DISPLAY TERMINAL
0360	PUMP, COMPRESSOR, AIR PRESSURE TOOL
0370	HEATING EQUIPMENT
0380	WELDING EQUIPMENT
0400	VEHICLE
0411	AS DRIVER OF PRIVATELY OWNED/RENTAL VEHICLE
0412	AS PASSENGER OF PRIVATELY OWNED/RENTAL VEHICLE
0421	DRIVER OF GOVERNMENT VEHICLE
0422	PASSENGER OF GOVERNMENT VEHICLE
0430	COMMON CARRIER (AIRLINE, BUS, ETC.)
0440	AIRCRAFT (NOT COMMERCIAL)
0450	BOAT, SHIP, BARGE
0500	MATERIAL HANDLING EQUIPMENT
0510	EARTHMOVER (TRACTOR, BACKHOE, ETC.)
0520	CONVEYOR (FOR MATERIAL AND EQUIPMENT)
0530	ELEVATOR, ESCALATOR, PERSONNEL HOIST
0540	HOIST, SLING CHAIN, JACK
0550	CRANE
0551	FORKLIFT
0560	HANDTRUCK, DOLLY
0600	DUST, VAPOR, ETC.
0610	DUST (SILICA, COAL, ETC.)
0620	FIBERS
0621	ASBESTOS
0630	GASES
0631	CARBON MONOXIDE
0640	MIST, STEAM, VAPOR, FUME
0641	WELDING FUMES
0650	PARTICLES (UNIDENTIFIED)
0700	CHEMICAL, PLASTIC, ETC.
0711	DRY CHEMICAL—CORROSIVE
0712	DRY CHEMICAL—TOXIC
0713	DRY CHEMICAL—EXPLOSIVE
0714	DRY CHEMICAL—FLAMMABLE
0721	LIQUID CHEMICAL—CORROSIVE
0722	LIQUID CHEMICAL—TOXIC
0723	LIQUID CHEMICAL—EXPLOSIVE
0724	LIQUID CHEMICAL—FLAMMABLE
0730	PLASTIC
0740	WATER
0750	MEDICINE
0800	INANIMATE OBJECT
0810	BOX, BARREL, ETC.
0820	PAPER
0830	METAL ITEM, MINERAL
0831	NEEDLE
0840	GLASS
0850	SCRAP, TRASH
0860	WOOD
0870	FOOD
0880	CLOTHING, APPAREL, SHOES
0900	ANIMATE OBJECT
0911	DOG
0912	OTHER ANIMAL
0920	PLANT
0930	INSECT
0940	HUMAN (VIOLENCE)
0950	HUMAN (COMMUNICABLE DISEASE)
0960	BACTERIA, VIRUS (NOT HUMAN CONTACT)

CODE	SOURCE OF INJURY NAME
1000	PERSONAL PROTECTIVE EQUIPMENT
1010	PROTECTIVE CLOTHING, SHOES, GLASSES, GOGGLES
1020	RESPIRATOR, MASK
1021	DIVING EQUIPMENT
1030	SAFETY BELT, HARNESS
1040	PARACHUTE

## INSTRUCTIONS FOR SECTION 6 — PUBLIC FATALITY

- a. **ACTIVITY AT TIME OF ACCIDENT**—Select the activity being performed at the time of the accident from the list below. Enter the activity name on the line and the corresponding number in the box. If the activity performed is not identified on the list, select from the most appropriate primary activity area (water related, non-water related or other activity), the code number for "Other", and write in the activity being performed at the time of the accident.

### WATER RELATED RECREATION

- |                                   |                                                      |
|-----------------------------------|------------------------------------------------------|
| 1. Sailing                        | 9. Swimming/designated area                          |
| 2. Boating—powered                | 10. Swimming/other area                              |
| 3. Boating—unpowered              | 11. Underwater activities (skin diving, scuba, etc.) |
| 4. Water skiing                   | 12. Wading                                           |
| 5. Fishing from boat              | 13. Attempted rescue                                 |
| 6. Fishing from bank dock or pier | 14. Hunting from boat                                |
| 7. Fishing while wading           | 15. Other                                            |
| 8. Swimming/supervised area       |                                                      |

### NON-WATER RELATED RECREATION

- |                                          |                                                         |
|------------------------------------------|---------------------------------------------------------|
| 16. Hiking and walking                   | 23. Sports/summer (baseball, football, etc.)            |
| 17. Climbing (general)                   | 24. Sports/winter (skiing, sledding, snowmobiling etc.) |
| 18. Camping/picnicking authorized area   | 25. Cycling (bicycle, motorcycle, scooter)              |
| 19. Camping/picnicking unauthorized area | 26. Gliding                                             |
| 20. Guided tours                         | 27. Parachuting                                         |
| 21. Hunting                              | 28. Other non-water related                             |
| 22. Playground equipment                 |                                                         |

### OTHER ACTIVITIES

- |                                                    |                                  |
|----------------------------------------------------|----------------------------------|
| 29. Unlawful acts (fights, riots, vandalism, etc.) | 33. Sleeping                     |
| 30. Food preparation/serving                       | 34. Pedestrian struck by vehicle |
| 31. Food consumption                               | 35. Pedestrian other acts        |
| 32. Housekeeping                                   | 36. Suicide                      |
|                                                    | 37. "Other" activities           |

- b. **PERSONAL FLOTATION DEVICE USED**—If fatality was water-related was the victim wearing a person flotation device? Mark the appropriate box.

## INSTRUCTIONS FOR SECTION 7 — MOTOR VEHICLE ACCIDENT

- a. **TYPE OF VEHICLE**—Mark appropriate box for each vehicle involved. If more than one vehicle of the same type is involved, mark both halves of the appropriate box. USACE vehicle(s) involved shall be marked in left half of appropriate box.

- b. **TYPE OF COLLISION**—Mark appropriate box.

- c. **SEAT BELT**—Mark appropriate box.

## INSTRUCTIONS FOR SECTION 8 — PROPERTY/ MATERIAL INVOLVED

- a. **NAME OF ITEM**—Describe all property involved in accident. Property/material involved means material which is damaged or whose use or misuse contributed to the accident. Include the name, type, model; also include the National Stock Number (NSN) whenever applicable.
- b. **OWNERSHIP**—Enter ownership for each item listed. (Enter one of the following: *USACE; OTHER GOVERNMENT; CONTRACTOR; PRIVATE*)
- c. **\$ AMOUNT OF DAMAGE**—Enter the total estimated dollar amount of damage (parts and labor), if any.

## INSTRUCTIONS FOR SECTION 9—VESSEL/ FLOATING PLANT ACCIDENT

- a. TYPE OF VESSEL/FLOATING PLANT—Select the most appropriate vessel/floating plant from list below. Enter name and place corresponding number in box. If item is not listed below, enter item number for "OTHER" and write in specific type of vessel/floating plant.

### VESSEL/FLOATING PLANTS

- |                        |                            |
|------------------------|----------------------------|
| 1. ROW BOAT            | 7. DREDGE/DIPPER           |
| 2. SAIL BOAT           | 8. DREDGE/CLAMSHELL BUCKET |
| 3. MOTOR BOAT          | 9. DREDGE/PIPE LINE        |
| 4. BARGE               | 10. DREDGE/DUST PAN        |
| 5. DREDGE/HOPPER       | 11. TUG BOAT               |
| 6. DREDGE/SIDE CASTING | 12. OTHER                  |

- b. COLLISION/MISHAP—Select from the list below the object(s) that contributed to the accident or were damaged in the accident.

### COLLISION/MISHAP

- |                             |                       |
|-----------------------------|-----------------------|
| 1. COLLISION W/OTHER VESSEL | 7. HAULAGE UNIT       |
| 2. UPPER GUIDE WALL         | 8. BREAKING TOW       |
| 3. UPPER LOCK GATES         | 9. TOW BREAKING UP    |
| 4. LOCK WALL                | 10. SWEEP DOWN ON DAM |
| 5. LOWER LOCK GATES         | 11. BUOY/DOLPHIN/CELL |
| 6. LOWER GUIDE WALL         | 12. WHARF OR DOCK     |
|                             | 13. OTHER             |

## INSTRUCTIONS FOR SECTION 10—ACCIDENT DESCRIPTION

DESCRIBE ACCIDENT—Fully describe the accident. Give the sequence of events that describe what happened leading up to and including the accident. Fully identify personnel and equipment involved and their role(s) in the accident. Ensure that relationships between personnel and equipment are clearly specified. Continue on blank sheets if necessary and attach to this report.

## INSTRUCTIONS FOR SECTION 11—CAUSAL FACTORS

- a. Review thoroughly. Answer each question by marking the appropriate block. If any answer is yes, explain in item 13 below. Consider as a minimum, the following:

- (1) DESIGN—Did inadequacies associated with the building or work site play a role? Would an improved design or layout of the equipment or facilities reduce the likelihood of similar accidents? Were the tools or other equipment designed and intended for the task at hand?
- (2) INSPECTION/MAINTENANCE—Did inadequately or improperly maintained equipment, tools, workplace, etc. create or worsen any hazards that contributed to the accident? Would better equipment, facility, work site or work activity inspections have helped avoid the accident?
- (3) PERSON'S PHYSICAL CONDITION—Do you feel that the accident would probably not have occurred if the employee was in "good" physical condition? If the person involved in the accident had been in better physical condition, would the accident have been less severe or avoided altogether? Was over exertion a factor?
- (4) OPERATING PROCEDURES—Did a lack of or inadequacy within established operating procedures contribute to the accident? Did any aspect of the procedures introduce any hazard to, or increase the risk associated with the work process? Would establishment or improvement of operating procedures reduce the likelihood of similar accidents?
- (5) JOB PRACTICES—Were any of the provisions of the Safety and Health Requirements Manual (EM 385-1-1) violated? Was the task being accomplished in a manner which was not in compliance with an established job hazard analysis or activity hazard analysis? Did any established job practice (including EM 385-1-1) fail to adequately address the task or work process? Would better job practices improve the safety of the task?

- (6) HUMAN FACTORS—Was the person under undue stress (either internal or external to the job)? Did the task tend toward overloading the capabilities of the person; i.e., did the job require tracking and reacting to many external inputs such as displays, alarms, or signals? Did the arrangement of the workplace tend to interfere with efficient task performance? Did the task require reach, strength, endurance, agility, etc., at or beyond the capabilities of the employee? Was the work environment ill-adapted to the person? Did the person need more training, experience, or practice in doing the task? Was the person inadequately rested to perform safely?

- (7) ENVIRONMENTAL FACTORS—Did any factors such as moisture, humidity, rain, snow, sleet, hail, ice, fog, cold, heat, sun, temperature changes, wind, tides, floods, currents, dust, mud, glare, pressure changes, lightning, etc., play a part in the accident?

- (8) CHEMICAL AND PHYSICAL AGENT FACTORS—Did exposure to chemical agents (either single shift exposure or long-term exposure) such as dusts, fibers (asbestos, etc.), silica, gases (carbon monoxide, chlorine, etc.), mists, steam, vapors, fumes, smoke, other particulates, liquid or dry chemicals that are corrosive, toxic, explosive or flammable, by-products of combustion or physical agents such as noise, ionizing radiation, non-ionizing radiation (UV radiation created during welding, etc.) contribute to the accident/incident?

- (9) OFFICE FACTORS—Did the fact that the accident occurred in an office setting or to an office worker have a bearing on its cause? For example, office workers tend to have less experience and training in performing tasks such as lifting office furniture. Did physical hazards within the office environment contribute to the hazard?

- (10) SUPPORT FACTORS—Was the person using an improper tool for the job? Was inadequate time available or utilized to safely accomplish the task? Were less than adequate personnel resources (in terms of employee skills, number of workers, and adequate supervision) available to get the job done properly? Was funding available, utilized, and adequate to provide proper tools, equipment, personnel, site preparation, etc?

- (11) PERSONAL PROTECTIVE EQUIPMENT—Did the person fail to use appropriate personal protective equipment (gloves, eye protection, hard-toed shoes, respirator, etc.) for the task or environment? Did protective equipment provided or worn fail to provide adequate protection from the hazard(s)? Did lack of or inadequate maintenance of protective gear contribute to the accident?

- (12) DRUGS/ALCOHOL—Is there any reason to believe the person's mental or physical capabilities, judgement, etc., were impaired or altered by the use of drugs or alcohol? Consider the effects of prescription medicine and over the counter medications as well as illicit drug use. Consider the effect of drug or alcohol induced "hangovers".

- b. WRITTEN JOB/ACTIVITY HAZARD ANALYSIS—Was a written Job/Activity Hazard Analysis completed for the task being performed at the time of the accident? Mark the appropriate box. If one was performed, attach a copy of the analysis to the report.

## INSTRUCTIONS FOR SECTION 12—TRAINING

- a. WAS PERSON TRAINED TO PERFORM ACTIVITY/TASK?—For the purpose of this section "trained" means the person has been provided the necessary information (either formal and/or on-the-job (OJT) training) to competently perform the activity/task in a safe and healthful manner.

- b. TYPE OF TRAINING—Mark the appropriate box that best indicates the type of training; (classroom or on-the-job) that the injured person received before the accident happened.

- c. DATE OF MOST RECENT TRAINING—Enter the month, day, and year of the last formal training completed that covered the activity-task being performed at the time of the accident.

## INSTRUCTIONS FOR SECTION 13 — CAUSES

- a. **DIRECT CAUSES**—The direct cause is that single factor which most directly lead to the accident. See examples below.
- b. **INDIRECT CAUSES**—Indirect causes are those factors which contributed to but did not directly initiate the occurrence of the accident.

Examples for section 13:

- a. Employee was dismantling scaffold and fell 12 feet from unguarded opening.  
*Direct cause:* failure to provide fall protection at elevation.  
*Indirect causes:* failure to enforce USACE safety requirements; improper training/motivation of employee (possibility that employee was not knowledgeable of USACE fall protection requirements or was lax in his attitude towards safety); failure to ensure provision of positive fall protection whenever elevated; failure to address fall protection during scaffold dismantling in phase hazard analysis.
- b. Private citizen had stopped his vehicle at intersection for red light when vehicle was struck in rear by USACE vehicle. (note USACE vehicle was in proper/safe working condition).  
*Direct cause:* failure of USACE driver to maintain control of and stop USACE vehicle within safe distance.  
*Indirect cause:* Failure of employee to pay attention to driving (defensive driving).

## INSTRUCTIONS FOR SECTION 14 — ACTION TO ELIMINATE CAUSE(S)

**DESCRIPTION**—Fully describe all the actions taken, anticipated, and recommended to eliminate the cause(s) and prevent reoccurrence of similar accidents/illnesses. Continue on blank sheets of paper if necessary to fully explain and attach to the completed report form.

## INSTRUCTIONS FOR SECTION 15 — DATES FOR ACTION

- a. **BEGIN DATE**—Enter the date when the corrective action(s) identified in Section 14 will begin.
- b. **COMPLETE DATE**—Enter the date when the corrective action(s) identified in Section 14 will be completed.
- c. **TITLE AND SIGNATURE**—Enter the title and signature of supervisor completing the accident report. For a **GOVERNMENT** employee accident/illness the immediate supervisor will complete and sign the report. For **PUBLIC** accidents the USACE Project Manager/Area Engineer responsible for the USACE property where the accident happened shall complete and sign the report. For **CONTRACTOR** accidents the Contractor's project manager shall complete and sign the report and provide to the USACE supervisor responsible for oversight of that contractor activity. This USACE Supervisor shall also sign the report. Upon entering the information required in 15.d, 15.e and 15.f below, the responsible USACE supervisor shall forward the report for management review as indicated in Section 16.
- d. **DATE SIGNED**—Enter the month, day, and year that the report was signed by the responsible supervisor.
- e. **ORGANIZATION NAME**—For **GOVERNMENT** employee accidents enter the USACE organization name (Division, Branch, Section, etc.) of the injured employee. For **PUBLIC** accidents enter the USACE organization name for the person identified in block 15.c. For **CONTRACTOR** accidents enter the USACE organization name for the USACE office responsible for providing contract administration oversight.

- f. **OFFICE SYMBOL**—Enter the latest complete USACE Office Symbol for the USACE organization identified in block 15.e.

## INSTRUCTIONS FOR SECTION 16 — MANAGEMENT REVIEW (1st)

**1ST REVIEW**—Each USACE FOA shall determine who will provide 1st management review. The responsible USACE supervisor in section 15.c shall forward the completed report to the USACE office designated as the 1st Reviewer by the FOA. Upon receipt, the Chief of the Office shall review the completed report, mark the appropriate box, provide substantive comments, sign, date, and forward to the FOA Staff Chief (2nd review) for review and comment.

## INSTRUCTIONS FOR SECTION 17 — MANAGEMENT REVIEW (2nd)

**2ND REVIEW**—The FOA Staff Chief (i.e., FOA Chief of Construction, Operations, Engineering, Planning, etc.) shall mark the appropriate box, review the completed report, provide substantive comments, sign, date, and return to the FOA Safety and Occupational Health Office.

## INSTRUCTIONS FOR SECTION 18 — SAFETY AND OCCUPATIONAL HEALTH REVIEW

**3RD REVIEW**—The FOA Safety and Occupational Health Office shall review the completed report, mark the appropriate box, ensure that any inadequacies, discrepancies, etc. are rectified by the responsible supervisor and management reviewers, provide substantive comments, sign, date and forward to the FOA Commander for review, comment, and signature.

## INSTRUCTION FOR SECTION 19 — COMMAND APPROVAL

**4TH REVIEW**—The FOA Commander shall (to include the person designated Acting Commander in his absence) review the completed report, comment if required, sign, date, and forward the report to the FOA Safety and Occupational Health Office. Signature authority shall not be delegated.

Section E - Inspection and Acceptance

CLAUSES INCORPORATED BY REFERENCE

52.246-1	Contractor Inspection Requirements	APR 1984
52.246-4	Inspection Of Services--Fixed Price	AUG 1996

## Section F - Deliveries or Performance

## DELIVERY INFORMATION

CLIN	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
0001	POP 23-MAY-2016 TO 30-SEP-2016	N/A	ENVIRON RESOURCES SEC ENVIRON RESOURCES SEC 696 VIRGINIA ROAD CONCORD MA 01742-2751 FOB: Destination	W912WJ
0002	POP 23-MAY-2016 TO 03-SEP-2016	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	W912WJ

## CLAUSES INCORPORATED BY REFERENCE

52.242-15	Stop-Work Order	AUG 1989
52.242-17	Government Delay Of Work	APR 1984

Section H - Special Contract Requirements

WAGE DETERMINATION

WD 05-2255 (Rev.-19) was first posted on www.wdol.gov on 01/05/2016

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REGISTER OF WAGE DETERMINATIONS UNDER | U.S. DEPARTMENT OF LABOR  
THE SERVICE CONTRACT ACT | EMPLOYMENT STANDARDS ADMINISTRATION  
By direction of the Secretary of Labor | WAGE AND HOUR DIVISION  
| WASHINGTON D.C. 20210

| Wage Determination No.: 2005-2255  
Daniel W. Simms Division of | Revision No.: 19  
Director Wage Determinations | Date Of Revision: 12/29/2015

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Note: Under Executive Order (EO) 13658, an hourly minimum wage of \$10.15 for calendar year 2016 applies to all contracts subject to the Service Contract Act for which the solicitation was issued on or after January 1, 2015. If this contract is covered by the EO, the contractor must pay all workers in any classification listed on this wage determination at least \$10.15 per hour (or the applicable wage rate listed on this wage determination, if it is higher) for all hours spent performing on the contract in calendar year 2016. The EO minimum wage rate will be adjusted annually. Additional information on contractor requirements and worker protections under the EO is available at [www.dol.gov/whd/govcontracts](http://www.dol.gov/whd/govcontracts).

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Applicable in the state of Massachusetts in the areas listed below:

BRISTOL COUNTY: Mansfield, Norton, Rayham

ESSEX COUNTY: Lynn, Lynnfield, Nahant, Saugus

MIDDLESEX COUNTY: Entire County

NORFOLK COUNTY: Bellingham, Braintree, Brookline, Canton, Cohasset, Dedham, Dover, Foxborough, Franklin, Holbrook, Medfield, Medway, Millis, Milton, Needham, Norfolk, Norwood, Quincy, Randolph, Sharon, Stoughton, Walpole, Wellesley, Westwood, Weymouth, Wrentham

PLYMOUTH COUNTY: Carver, Duxbury, Hanover, Hanson, Hingham, Hull, Kingston, Lakeville, Marshfield, Middleborough, Norwell, Pembroke, Plymouth, Plympton, Rockland, Scituate

SUFFOLK COUNTY: Entire County

WORCESTER COUNTY: Berlin, Bolton, Harvard, Hopedale, Lancaster, Mendon,

Milford, Southborough, Upton

## \*\*Fringe Benefits Required Follow the Occupational Listing\*\*

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		15.23
01012 - Accounting Clerk II		17.10
01013 - Accounting Clerk III		19.14
01020 - Administrative Assistant		25.42
01040 - Court Reporter		20.86
01051 - Data Entry Operator I		15.64
01052 - Data Entry Operator II		16.92
01060 - Dispatcher, Motor Vehicle		19.79
01070 - Document Preparation Clerk		14.87
01090 - Duplicating Machine Operator		14.87
01111 - General Clerk I		14.66
01112 - General Clerk II		16.00
01113 - General Clerk III		18.17
01120 - Housing Referral Assistant		23.44
01141 - Messenger Courier		12.98
01191 - Order Clerk I		15.91
01192 - Order Clerk II		17.36
01261 - Personnel Assistant (Employment) I		17.41
01262 - Personnel Assistant (Employment) II		19.48
01263 - Personnel Assistant (Employment) III		21.71
01270 - Production Control Clerk		22.65
01280 - Receptionist		14.31
01290 - Rental Clerk		17.19
01300 - Scheduler, Maintenance		18.80
01311 - Secretary I		18.80
01312 - Secretary II		21.03
01313 - Secretary III		23.44
01320 - Service Order Dispatcher		17.49
01410 - Supply Technician		25.42
01420 - Survey Worker		15.77
01531 - Travel Clerk I		13.79
01532 - Travel Clerk II		14.92
01533 - Travel Clerk III		16.08
01611 - Word Processor I		16.11
01612 - Word Processor II		18.08
01613 - Word Processor III		20.22
05000 - Automotive Service Occupations		
05005 - Automobile Body Repairer, Fiberglass		24.65
05010 - Automotive Electrician		21.99
05040 - Automotive Glass Installer		21.02
05070 - Automotive Worker		21.02
05110 - Mobile Equipment Servicer		19.02

05130 - Motor Equipment Metal Mechanic	22.95
05160 - Motor Equipment Metal Worker	21.02
05190 - Motor Vehicle Mechanic	22.95
05220 - Motor Vehicle Mechanic Helper	17.94
05250 - Motor Vehicle Upholstery Worker	19.98
05280 - Motor Vehicle Wrecker	21.02
05310 - Painter, Automotive	21.99
05340 - Radiator Repair Specialist	21.02
05370 - Tire Repairer	14.22
05400 - Transmission Repair Specialist	22.95
07000 - Food Preparation And Service Occupations	
07010 - Baker	14.36
07041 - Cook I	12.55
07042 - Cook II	13.85
07070 - Dishwasher	9.74
07130 - Food Service Worker	12.03
07210 - Meat Cutter	20.00
07260 - Waiter/Waitress	12.62
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	17.02
09040 - Furniture Handler	13.14
09080 - Furniture Refinisher	17.25
09090 - Furniture Refinisher Helper	13.94
09110 - Furniture Repairer, Minor	15.68
09130 - Upholsterer	17.64
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	11.66
11060 - Elevator Operator	11.66
11090 - Gardener	18.44
11122 - Housekeeping Aide	14.28
11150 - Janitor	14.28
11210 - Laborer, Grounds Maintenance	15.13
11240 - Maid or Houseman	11.80
11260 - Pruner	13.72
11270 - Tractor Operator	17.62
11330 - Trail Maintenance Worker	15.13
11360 - Window Cleaner	15.75
12000 - Health Occupations	
12010 - Ambulance Driver	18.55
12011 - Breath Alcohol Technician	18.55
12012 - Certified Occupational Therapist Assistant	22.30
12015 - Certified Physical Therapist Assistant	22.60
12020 - Dental Assistant	18.96
12025 - Dental Hygienist	37.80
12030 - EKG Technician	28.17
12035 - Electroneurodiagnostic Technologist	28.17
12040 - Emergency Medical Technician	18.55

12071 - Licensed Practical Nurse I	18.83	
12072 - Licensed Practical Nurse II	21.06	
12073 - Licensed Practical Nurse III	23.48	
12100 - Medical Assistant	16.90	
12130 - Medical Laboratory Technician	19.41	
12160 - Medical Record Clerk	15.94	
12190 - Medical Record Technician	17.83	
12195 - Medical Transcriptionist	18.12	
12210 - Nuclear Medicine Technologist	35.16	
12221 - Nursing Assistant I	11.45	
12222 - Nursing Assistant II	12.87	
12223 - Nursing Assistant III	13.65	
12224 - Nursing Assistant IV	15.90	
12235 - Optical Dispenser	22.55	
12236 - Optical Technician	19.18	
12250 - Pharmacy Technician	20.80	
12280 - Phlebotomist	15.90	
12305 - Radiologic Technologist	32.92	
12311 - Registered Nurse I	31.18	
12312 - Registered Nurse II	40.19	
12313 - Registered Nurse II, Specialist	40.19	
12314 - Registered Nurse III	48.63	
12315 - Registered Nurse III, Anesthetist	48.63	
12316 - Registered Nurse IV	58.29	
12317 - Scheduler (Drug and Alcohol Testing)	20.62	
13000 - Information And Arts Occupations		
13011 - Exhibits Specialist I	22.17	
13012 - Exhibits Specialist II	27.46	
13013 - Exhibits Specialist III	33.59	
13041 - Illustrator I	21.90	
13042 - Illustrator II	27.12	
13043 - Illustrator III	33.18	
13047 - Librarian	34.75	
13050 - Library Aide/Clerk	15.72	
13054 - Library Information Technology Systems Administrator	28.03	
13058 - Library Technician	18.69	
13061 - Media Specialist I	17.09	
13062 - Media Specialist II	18.13	
13063 - Media Specialist III	20.22	
13071 - Photographer I	17.70	
13072 - Photographer II	19.80	
13073 - Photographer III	24.53	
13074 - Photographer IV	30.00	
13075 - Photographer V	36.30	
13110 - Video Teleconference Technician	19.27	
14000 - Information Technology Occupations		

14041 - Computer Operator I	19.71
14042 - Computer Operator II	22.05
14043 - Computer Operator III	24.58
14044 - Computer Operator IV	27.32
14045 - Computer Operator V	30.25
14071 - Computer Programmer I	(see 1) 24.68
14072 - Computer Programmer II	(see 1)
14073 - Computer Programmer III	(see 1)
14074 - Computer Programmer IV	(see 1)
14101 - Computer Systems Analyst I	(see 1)
14102 - Computer Systems Analyst II	(see 1)
14103 - Computer Systems Analyst III	(see 1)
14150 - Peripheral Equipment Operator	19.71
14160 - Personal Computer Support Technician	27.32
15000 - Instructional Occupations	
15010 - Aircrew Training Devices Instructor (Non-Rated)	35.72
15020 - Aircrew Training Devices Instructor (Rated)	43.22
15030 - Air Crew Training Devices Instructor (Pilot)	51.80
15050 - Computer Based Training Specialist / Instructor	35.72
15060 - Educational Technologist	32.16
15070 - Flight Instructor (Pilot)	51.80
15080 - Graphic Artist	31.54
15090 - Technical Instructor	25.37
15095 - Technical Instructor/Course Developer	31.02
15110 - Test Proctor	20.47
15120 - Tutor	20.47
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations	
16010 - Assembler	10.71
16030 - Counter Attendant	10.71
16040 - Dry Cleaner	14.24
16070 - Finisher, Flatwork, Machine	10.71
16090 - Presser, Hand	10.71
16110 - Presser, Machine, Drycleaning	10.71
16130 - Presser, Machine, Shirts	10.71
16160 - Presser, Machine, Wearing Apparel, Laundry	10.71
16190 - Sewing Machine Operator	15.10
16220 - Tailor	15.78
16250 - Washer, Machine	11.92
19000 - Machine Tool Operation And Repair Occupations	
19010 - Machine-Tool Operator (Tool Room)	22.72
19040 - Tool And Die Maker	26.82
21000 - Materials Handling And Packing Occupations	
21020 - Forklift Operator	17.64
21030 - Material Coordinator	22.65
21040 - Material Expediter	22.65
21050 - Material Handling Laborer	14.26
21071 - Order Filler	15.51

21080 - Production Line Worker (Food Processing)	17.64
21110 - Shipping Packer	18.63
21130 - Shipping/Receiving Clerk	18.63
21140 - Store Worker I	12.66
21150 - Stock Clerk	17.11
21210 - Tools And Parts Attendant	17.64
21410 - Warehouse Specialist	17.64
23000 - Mechanics And Maintenance And Repair Occupations	
23010 - Aerospace Structural Welder	30.32
23021 - Aircraft Mechanic I	28.22
23022 - Aircraft Mechanic II	30.32
23023 - Aircraft Mechanic III	30.61
23040 - Aircraft Mechanic Helper	20.65
23050 - Aircraft, Painter	24.38
23060 - Aircraft Servicer	23.22
23080 - Aircraft Worker	24.04
23110 - Appliance Mechanic	24.24
23120 - Bicycle Repairer	14.22
23125 - Cable Splicer	30.77
23130 - Carpenter, Maintenance	28.56
23140 - Carpet Layer	26.29
23160 - Electrician, Maintenance	32.18
23181 - Electronics Technician Maintenance I	26.39
23182 - Electronics Technician Maintenance II	27.59
23183 - Electronics Technician Maintenance III	28.80
23260 - Fabric Worker	22.03
23290 - Fire Alarm System Mechanic	24.63
23310 - Fire Extinguisher Repairer	21.01
23311 - Fuel Distribution System Mechanic	25.71
23312 - Fuel Distribution System Operator	20.37
23370 - General Maintenance Worker	23.18
23380 - Ground Support Equipment Mechanic	28.22
23381 - Ground Support Equipment Servicer	23.22
23382 - Ground Support Equipment Worker	24.04
23391 - Gunsmith I	21.01
23392 - Gunsmith II	23.18
23393 - Gunsmith III	25.30
23410 - Heating, Ventilation And Air-Conditioning Mechanic	24.66
23411 - Heating, Ventilation And Air Contditioning Mechanic (Research Facility)	26.02
23430 - Heavy Equipment Mechanic	24.63
23440 - Heavy Equipment Operator	28.89
23460 - Instrument Mechanic	25.45
23465 - Laboratory/Shelter Mechanic	24.24
23470 - Laborer	15.05
23510 - Locksmith	24.24

23530 - Machinery Maintenance Mechanic	25.30
23550 - Machinist, Maintenance	25.30
23580 - Maintenance Trades Helper	19.59
23591 - Metrology Technician I	25.45
23592 - Metrology Technician II	26.51
23593 - Metrology Technician III	27.61
23640 - Millwright	25.78
23710 - Office Appliance Repairer	24.24
23760 - Painter, Maintenance	24.24
23790 - Pipefitter, Maintenance	28.03
23810 - Plumber, Maintenance	26.86
23820 - Pneudraulic Systems Mechanic	25.30
23850 - Rigger	25.30
23870 - Scale Mechanic	23.18
23890 - Sheet-Metal Worker, Maintenance	25.56
23910 - Small Engine Mechanic	23.18
23931 - Telecommunications Mechanic I	27.79
23932 - Telecommunications Mechanic II	29.70
23950 - Telephone Lineman	28.74
23960 - Welder, Combination, Maintenance	25.30
23965 - Well Driller	25.30
23970 - Woodcraft Worker	25.30
23980 - Woodworker	21.01
24000 - Personal Needs Occupations	
24570 - Child Care Attendant	14.11
24580 - Child Care Center Clerk	17.60
24610 - Chore Aide	11.80
24620 - Family Readiness And Support Services Coordinator	15.78
24630 - Homemaker	19.55
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	24.78
25040 - Sewage Plant Operator	22.18
25070 - Stationary Engineer	24.78
25190 - Ventilation Equipment Tender	19.18
25210 - Water Treatment Plant Operator	22.18
27000 - Protective Service Occupations	
27004 - Alarm Monitor	19.31
27007 - Baggage Inspector	15.85
27008 - Corrections Officer	26.87
27010 - Court Security Officer	25.91
27030 - Detection Dog Handler	18.95
27040 - Detention Officer	26.87
27070 - Firefighter	23.93
27101 - Guard I	15.85
27102 - Guard II	18.95
27131 - Police Officer I	26.92

27132 - Police Officer II	29.74	
28000 - Recreation Occupations		
28041 - Carnival Equipment Operator	13.20	
28042 - Carnival Equipment Repairer	13.98	
28043 - Carnival Equipment Worker	10.92	
28210 - Gate Attendant/Gate Tender	16.24	
28310 - Lifeguard	13.45	
28350 - Park Attendant (Aide)	17.74	
28510 - Recreation Aide/Health Facility Attendant		13.58
28515 - Recreation Specialist	22.62	
28630 - Sports Official	14.47	
28690 - Swimming Pool Operator	19.44	
29000 - Stevedoring/Longshoremen Occupational Services		
29010 - Blocker And Bracer	25.54	
29020 - Hatch Tender	25.54	
29030 - Line Handler	25.54	
29041 - Stevedore I	26.29	
29042 - Stevedore II	29.25	
30000 - Technical Occupations		
30010 - Air Traffic Control Specialist, Center (HFO) (see 2)		39.10
30011 - Air Traffic Control Specialist, Station (HFO) (see 2)		27.25
30012 - Air Traffic Control Specialist, Terminal (HFO) (see 2)		29.69
30021 - Archeological Technician I	21.07	
30022 - Archeological Technician II	23.57	
30023 - Archeological Technician III	29.20	
30030 - Cartographic Technician	29.20	
30040 - Civil Engineering Technician	26.54	
30061 - Drafter/CAD Operator I	21.07	
30062 - Drafter/CAD Operator II	23.57	
30063 - Drafter/CAD Operator III	26.27	
30064 - Drafter/CAD Operator IV	32.34	
30081 - Engineering Technician I	17.29	
30082 - Engineering Technician II	19.42	
30083 - Engineering Technician III	21.74	
30084 - Engineering Technician IV	26.93	
30085 - Engineering Technician V	32.93	
30086 - Engineering Technician VI	38.49	
30090 - Environmental Technician	28.49	
30210 - Laboratory Technician	23.40	
30240 - Mathematical Technician	29.20	
30361 - Paralegal/Legal Assistant I	20.44	
30362 - Paralegal/Legal Assistant II	25.32	
30363 - Paralegal/Legal Assistant III	30.97	
30364 - Paralegal/Legal Assistant IV	37.46	
30390 - Photo-Optics Technician	29.20	
30461 - Technical Writer I	26.44	
30462 - Technical Writer II	32.34	

30463 - Technical Writer III	39.13	
30491 - Unexploded Ordnance (UXO) Technician I		24.85
30492 - Unexploded Ordnance (UXO) Technician II		30.07
30493 - Unexploded Ordnance (UXO) Technician III		36.04
30494 - Unexploded (UXO) Safety Escort		24.85
30495 - Unexploded (UXO) Sweep Personnel		24.85
30620 - Weather Observer, Combined Upper Air Or Surface Programs	(see 2)	26.27
30621 - Weather Observer, Senior	(see 2)	29.20
31000 - Transportation/Mobile Equipment Operation Occupations		
31020 - Bus Aide	13.20	
31030 - Bus Driver	17.52	
31043 - Driver Courier	15.79	
31260 - Parking and Lot Attendant		10.69
31290 - Shuttle Bus Driver		16.93
31310 - Taxi Driver	12.95	
31361 - Truckdriver, Light	16.93	
31362 - Truckdriver, Medium	18.70	
31363 - Truckdriver, Heavy	20.68	
31364 - Truckdriver, Tractor-Trailer	20.68	
99000 - Miscellaneous Occupations		
99030 - Cashier	11.25	
99050 - Desk Clerk	13.70	
99095 - Embalmer	26.39	
99251 - Laboratory Animal Caretaker I		14.60
99252 - Laboratory Animal Caretaker II		15.66
99310 - Mortician	36.23	
99410 - Pest Controller	16.87	
99510 - Photofinishing Worker	14.38	
99710 - Recycling Laborer	19.74	
99711 - Recycling Specialist	23.30	
99730 - Refuse Collector	17.90	
99810 - Sales Clerk	13.61	
99820 - School Crossing Guard	13.77	
99830 - Survey Party Chief	24.28	
99831 - Surveying Aide	16.06	
99832 - Surveying Technician	22.08	
99840 - Vending Machine Attendant	15.79	
99841 - Vending Machine Repairer	18.68	
99842 - Vending Machine Repairer Helper	15.79	

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ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$4.27 per hour or \$170.80 per week or \$740.13 per month

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 5 years, and 4 weeks after 15 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of ten paid holidays per year, New Year's Day, Martin Luther King Jr's Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4174)

THE OCCUPATIONS WHICH HAVE NUMBERED FOOTNOTES IN PARENTHESES RECEIVE THE FOLLOWING:

1) COMPUTER EMPLOYEES: Under the SCA at section 8(b), this wage determination does not apply to any employee who individually qualifies as a bona fide executive, administrative, or professional employee as defined in 29 C.F.R. Part 541. Because most Computer System Analysts and Computer Programmers who are compensated at a rate not less than \$27.63 (or on a salary or fee basis at a rate not less than \$455 per week) an hour would likely qualify as exempt computer professionals, (29 C.F.R. 541.400) wage rates may not be listed on this wage determination for all occupations within those job families. In addition, because this wage determination may not list a wage rate for some or all occupations within those job families if the survey data indicates that the prevailing wage rate for the occupation equals or exceeds \$27.63 per hour conformances may be necessary for certain nonexempt employees. For example, if an individual employee is nonexempt but nevertheless performs duties within the scope of one of the Computer Systems Analyst or Computer Programmer occupations for which this wage determination does not specify an SCA wage rate, then the wage rate for that employee must be conformed in accordance with the conformance procedures described in the conformance note included on this wage determination.

Additionally, because job titles vary widely and change quickly in the computer industry, job titles are not determinative of the application of the computer professional exemption. Therefore, the exemption applies only to computer employees who satisfy the compensation requirements and whose primary duty consists of:

- (1) The application of systems analysis techniques and procedures, including consulting with users, to determine hardware, software or system functional specifications;
- (2) The design, development, documentation, analysis, creation, testing or modification of computer systems or programs, including prototypes, based on and related to user or system design specifications;

(3) The design, documentation, testing, creation or modification of computer programs related to machine operating systems; or

(4) A combination of the aforementioned duties, the performance of which requires the same level of skills. (29 C.F.R. 541.400).

2) AIR TRAFFIC CONTROLLERS AND WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY: If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am.

If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

**HAZARDOUS PAY DIFFERENTIAL:** An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordnance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordnance, explosives, and pyrotechnic compositions such as lead azide, black powder and photoflash powder. All dry-house activities involving propellants or explosives.

Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordnance, explosives and incendiary materials. All operations involving regrading and cleaning of artillery ranges.

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with, or in close proximity to ordnance, (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving, unloading, storage, and hauling of ordnance, explosive, and incendiary ordnance material other than small arms ammunition. These differentials are only applicable to work that has been specifically designated by the agency for ordnance, explosives, and incendiary material differential pay.

**\*\* UNIFORM ALLOWANCE \*\***

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an

adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations", Fifth Edition, April 2006, unless otherwise indicated. Copies of the Directory are available on the Internet. A links to the Directory may be found on the WHD home page at <http://www.dol.gov/esa/whd/> or through the Wage Determinations On-Line (WDOL) Web site at <http://wdol.gov/>.

#### REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE {Standard Form 1444 (SF 1444)}

##### Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall be retroactive to the commencement date of the contract. {See Section 4.6 (C)(vi)} When multiple wage determinations are included in a contract, a separate SF 1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation(s) and computes a proposed rate(s).
- 2) After contract award, the contractor prepares a written report listing in order

proposed classification title(s), a Federal grade equivalency (FGE) for each proposed classification(s), job description(s), and rationale for proposed wage rate(s), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.

3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, for review. (See section 4.6(b)(2) of Regulations 29 CFR Part 4).

4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.

5) The contracting officer transmits the Wage and Hour decision to the contractor.

6) The contractor informs the affected employees.

Information required by the Regulations must be submitted on SF 1444 or bond paper.

When preparing a conformance request, the "Service Contract Act Directory of Occupations" (the Directory) should be used to compare job definitions to insure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination.

#### CLAUSES INCORPORATED BY FULL TEXT

#### 52.204-9002 REPORTING OF CONTRACTOR MANPOWER DATA ELEMENTS

(a) Scope. The following sets forth contractual requirements for reporting of contractor labor work year equivalents (also called Contractor Man-year Equivalents (CMEs)) in support of the Army, pursuant to 10 U.S.C. 129a, 10 U.S.C. 2461(g), Section 343 of P.L. 106-65, and 32 CFR 668. Reporting shall be accomplished electronically by direct contractor submission to the secure Army Web Site: <https://cmra.army.mil>. Information on the background, purposes, and significance of this reporting requirement, and the 32 CFR 668 Final Rule as published in the Federal Register, can be found at this Web Site. In addition, a Help Desk function, detailed instructions on what and how to report, FAQs, and a site demonstration are available. The Army's objective is to collect as much significant CME data as possible to allow accurate reporting to Congress and for effective Army planning. The reporting data elements should not be viewed as an "all or nothing" requirement. Even partial reporting, e.g., direct labor hours, appropriation data, place of performance, Army customer, etc., will be helpful.

(b) **Applicability.** This reporting requirement applies to services covered by Federal Supply Class or Service codes for “Research and Development,” and “Other Services and Construction.” Report submissions shall not contain classified information. (Also see “Exemptions” at (d) below.)

(c) **Requirements.** The contractor is required to report the following contractor manpower information, associated with performance of this contract action in support of Army requirements, for all covered contracts, to the Office, Assistant Secretary of the Army (Manpower and Reserve Affairs) (ASA(M&RA)), using the secure Army data collection web-site at <https://cmra.army.mil>. (Other information requirements associated with the manpower data collection (contract and task or delivery order numbers; appropriation data and amounts; total estimated value of contract; federal supply class or service code; major Army organizational element receiving or reviewing work; beginning and ending data for reporting period; place of performance; name, address, and point of contact for contractor; etc.) are specified and explained at the web site.)

(1) **Labor Hours.** Composite direct labor hours, and the value of those indirect labor hours plus compensation related costs for direct labor hours ordinarily included in the indirect pools<sup>1</sup>.

(2) **Rates.** Alternatively, contractors may report two distinct, relevant (annualized) composite or average indirect labor rates in lieu of raw indirect labor hours and the value of those indirect hours. Such rates shall be annualized average estimates for the reporting contractor and need not be developed for each reporting period. Either method chosen should be consistently reported.

(d) **Exemption(s).** If the contractor is unable to comply with these reporting requirements without creating a whole new cost allocation system or system of records (such as a payroll accounting system), or due to similar insurmountable practical or economic reasons, the contractor may claim an exemption to at least a portion of the reporting requirement by certifying in writing to the contracting officer the clear underlying reason(s) for exemption from the specified report data element(s), and further certifying that they do not otherwise have to provide the exempted information, in any form, to the United States Government. The “self-exemption” will apply to all contract actions involving the contractor and will be reviewed and approved by the Deputy Assistant Secretary of the Army (Procurement), in coordination with the Deputy Assistant Secretary of the Army (Force Management and Resources), whose decision is final in this matter.

(e) **Uses and Safeguarding of Information.** The information submitted will be treated as contractor proprietary when associated with a contractor name or contract number.

(f) **Subcontract Data.** The contractor shall ensure that all reportable subcontract data is timely reported to the data collection web site (citing this contract/order number). At the discretion of the prime contractor, this reporting may be done directly by subcontractors to the data collection site; or by the prime contractor after consolidating and rationalizing all significant data from their subcontractors.

(g) **Report schedule.** The contractor is required to report the required information to the ASA(M&RA) data collection web site annually. The reporting period will be from the beginning of the period of performance until 30 September of each government fiscal year, not to exceed 12 months and must be reported by 31 October of each calendar year.

(h) **Reporting Flexibility.** Contractors are encouraged to communicate with the Help Desk identified at the data collection web site to resolve reporting difficulties. The web site reporting pages include a “Remarks” field to accommodate non-standard data entries if needed to facilitate simplified reporting and to minimize reporting burdens arising out of unique circumstances. Changes to facilitate reporting may be authorized by the contracting officer or the Help Desk (under HQDA policy direction and oversight).

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<sup>1</sup> Compensation costs are defined in the reporting instructions at the Army Web Site.

## Section I - Contract Clauses

## CLAUSES INCORPORATED BY REFERENCE

52.219-6	Notice Of Total Small Business Set-Aside	NOV 2011
52.222-50	Combating Trafficking in Persons	MAR 2015
52.222-55	Minimum Wages Under Executive Order 13658	DEC 2015
52.223-18	Encouraging Contractor Policies To Ban Text Messaging While Driving	AUG 2011
52.232-40	Providing Accelerated Payments to Small Business Subcontractors	DEC 2013
52.237-2	Protection Of Government Buildings, Equipment, And Vegetation	APR 1984
52.243-1 Alt I	Changes--Fixed Price (Aug 1987) - Alternate I	APR 1984
52.249-4	Termination For Convenience Of The Government (Services) (Short Form)	APR 1984
52.249-8	Default (Fixed-Price Supply & Service)	APR 1984
252.203-7000	Requirements Relating to Compensation of Former DoD Officials	SEP 2011
252.203-7002	Requirement to Inform Employees of Whistleblower Rights	SEP 2013
252.204-7003	Control Of Government Personnel Work Product	APR 1992
252.204-7012	Safeguarding Covered Defense Information and Cyber Incident Reporting.	DEC 2015
252.204-7015	Disclosure of Information to Litigation Support Contractors	FEB 2014
252.223-7006	Prohibition On Storage, Treatment, and Disposal of Toxic or Hazardous Materials	SEP 2014
252.232-7010	Levies on Contract Payments	DEC 2006
252.243-7001	Pricing Of Contract Modifications	DEC 1991
252.244-7000	Subcontracts for Commercial Items	JUN 2013

## CLAUSES INCORPORATED BY FULL TEXT

## 52.213-4 TERMS AND CONDITIONS--SIMPLIFIED ACQUISITIONS (OTHER THAN COMMERCIAL ITEMS) (MAY 2014)

(a) The Contractor shall comply with the following Federal Acquisition Regulation (FAR) clauses that are incorporated by reference:

(1) The clauses listed below implement provisions of law or Executive order:

(i) 52.222-3, Convict Labor (June 2003) (E.O. 11755).

(ii) 52.222-21, Prohibition of Segregated Facilities (Feb 1999) (E.O. 11246).

(iii) 52.222-26, Equal Opportunity (MAR 2007) (E.O. 11246).

(iv) 52.222-50, Combating Trafficking in Persons (FEB 2009) (22 U.S.C. 7104(g)).

(v) 52.225-13, Restrictions on Certain Foreign Purchases (FEB 2006) (E.o.s, proclamations, and statutes administered by the Office of Foreign Assets Control of the Department of the Treasury).

(vi) 52.233-3, Protest After Award (Aug 1996) (31 U.S.C. 3553).

(vii) 52.233-4, Applicable Law for Breach of Contract Claim (OCT 2004) (Public Laws 108-77 and 108-78 (19 U.S.C. 3805 note)).

(2) Listed below are additional clauses that apply:

(i) 52.232-1, Payments (Apr 1984).

(ii) 52.232-8, Discounts for Prompt Payment (Feb 2002).

(iii) 52.232-11, Extras (Apr 1984).

(iv) 52.232-25, Prompt Payment (July 2013).

(v) 52.232-39, Unenforceability of Unauthorized Obligations (Jun 2013).

(vi) 52.232-40, Providing Accelerated Payments to Small Business Subcontractors (Dec 2013).

(vii) 52.233-1, Disputes (MAY 2014).

(viii) 52.244-6, Subcontracts for Commercial Items (MAY 2014).

(ix) 52.253-1, Computer Generated Forms (Jan 1991).

(b) The Contractor shall comply with the following FAR clauses, incorporated by reference, unless the circumstances do not apply:

(1) The clauses listed below implement provisions of law or Executive order:

(i) 52.204-10, Reporting Executive Compensation and First-Tier Subcontract Awards (July 2013) (Pub. L. 109-282) (31 U.S.C. 6101 note) (Applies to contracts valued at \$25,000 or more).

(ii) 52.222-19, Child Labor--Cooperation with Authorities and Remedies (JAN 2014) (E.O. 13126). (Applies to contracts for supplies exceeding the micro-purchase threshold.)

(iii) 52.222-20, Contracts for Materials, Supplies, Articles, and Equipment Exceeding \$15,000 (MAY 2014) (41 U.S.C. chapter 65) (Applies to supply contracts over \$15,000 in the United States, Puerto Rico, or the U.S. Virgin Islands).

(iv) 52.222-35, Equal Opportunity for Veterans (SEP 2010) (38 U.S.C. 4212) (applies to contracts of \$100,000 or more).

(v) 52.222-36, Affirmative Action for Workers with Disabilities (OCT 2010) (29 U.S.C. 793). (Applies to contracts over \$15,000, unless the work is to be performed outside the United States by employees recruited outside the United States.) (For purposes of this clause, United States includes the 50 States, the District of Columbia, Puerto Rico, the Northern Mariana Islands, American Samoa, Guam, the U.S. Virgin Islands, and Wake Island.)

(vi) 52.222-37, Employment Reports on Veterans (SEP 2010) (38 U.S.C. 4212) (applies to contracts of \$100,000 or more).

(vii) 52.222-41, Service Contract Labor Standards (MAY 2014) (41 U.S.C. chapter 67) (Applies to service contracts over \$2,500 that are subject to the Service Contract Labor Standards statute and will be performed in the United States, District of Columbia, Puerto Rico, the Northern Mariana Islands, American Samoa, Guam, the U.S. Virgin

Islands, Johnston Island, Wake Island, or the outer Continental Shelf.)

(viii) 52.223-5, Pollution Prevention and Right-to-Know Information (May 2011) (E.O. 13423) (Applies to services performed on Federal facilities).

(ix) 52.223-15, Energy Efficiency in Energy-Consuming Products (DEC 2007) (42 U.S.C. 8259b) (Unless exempt pursuant to 23.204, applies to contracts when energy-consuming products listed in the ENERGY STAR Program or Federal Energy Management Program (FEMP) will be--

(A) Delivered;

(B) Acquired by the Contractor for use in performing services at a Federally-controlled facility;

(C) Furnished by the Contractor for use by the Government; or

(D) Specified in the design of a building or work, or incorporated during its construction, renovation, or maintenance.)

(x) 52.225-1, Buy American--Supplies (MAY 2014) (41 U.S.C. chapter 83) (Applies to contracts for supplies, and to contracts for services involving the furnishing of supplies, for use in the United States or its outlying areas, if the value of the supply contract or supply portion of a service contract exceeds the micro-purchase threshold and the acquisition—

(A) Is set aside for small business concerns; or

(B) Cannot be set aside for small business concerns (see 19.502-2), and does not exceed \$25,000.)

(xi) 52.226-6, Promoting Excess Food Donation to Nonprofit Organizations (MAY 2014) (42 U.S.C. 1792) (Applies to contracts greater than \$25,000 that provide for the provision, the service, or the sale of food in the United States.)

(xii) 52.232-33, Payment by Electronic Funds Transfer--System for Award Management (Jul 2013). (Applies when the payment will be made by electronic funds transfer (EFT) and the payment office uses the System for Award Management (SAM) database as its source of EFT information.)

(xiii) 52.232-34, Payment by Electronic Funds Transfer--Other than System for Award Management (Jul 2013). (Applies when the payment will be made by EFT and the payment office does not use the SAM database as its source of EFT information.)

(xiv) 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (FEB 2006) (46 U.S.C. Appx 1241). (Applies to supplies transported by ocean vessels (except for the types of subcontracts listed at 47.504(d).)

(2) Listed below are additional clauses that may apply:

(i) 52.209-6, Protecting the Government's Interest When Subcontracting with Contractors Debarred, Suspended, or Proposed for Debarment (Aug 2013) (Applies to contracts over \$30,000).

(ii) 52.211-17, Delivery of Excess Quantities (SEPT 1989) (Applies to fixed-price supplies).

(iii) 52.247-29, F.o.b. Origin (FEB 2006) (Applies to supplies if delivery is f.o.b. origin).

(iv) 52.247-34, F.o.b. Destination (NOV 1991) (Applies to supplies if delivery is f.o.b. destination).

(c) FAR 52.252-2, Clauses Incorporated by Reference (FEB 1998). This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address(es):

<http://farsite.hill.af.mil/vffara.htm>

(d) Inspection/Acceptance. The Contractor shall tender for acceptance only those items that conform to the requirements of this contract. The Government reserves the right to inspect or test any supplies or services that have been tendered for acceptance. The Government may require repair or replacement of nonconforming supplies or reperformance of nonconforming services at no increase in contract price. The Government must exercise its postacceptance rights--

(1) Within a reasonable period of time after the defect was discovered or should have been discovered; and

(2) Before any substantial change occurs in the condition of the item, unless the change is due to the defect in the item.

(e) Excusable delays. The Contractor shall be liable for default unless nonperformance is caused by an occurrence beyond the reasonable control of the Contractor and without its fault or negligence, such as acts of God or the public enemy, acts of the Government in either its sovereign or contractual capacity, fires, floods, epidemics, quarantine restrictions, strikes, unusually severe weather, and delays of common carriers. The Contractor shall notify the Contracting Officer in writing as soon as it is reasonably possible after the commencement of any excusable delay, setting forth the full particulars in connection therewith, shall remedy such occurrence with all reasonable dispatch, and shall promptly give written notice to the Contracting Officer of the cessation of such occurrence.

(f) DELETED

(g) Termination for cause. The Government may terminate this contract, or any part hereof, for cause in the event of any default by the Contractor, or if the Contractor fails to comply with any contract terms and conditions, or fails to provide the Government, upon request, with adequate assurances of future performance. In the event of termination for cause, the Government shall not be liable to the Contractor for any amount for supplies or services not accepted, and the Contractor shall be liable to the Government for any and all rights and remedies provided by law. If it is determined that the Government improperly terminated this contract for default, such termination shall be deemed a termination for convenience.

(h) Warranty. The Contractor warrants and implies that the items delivered hereunder are merchantable and fit for use for the particular purpose described in this contract.

(End of clause)

#### 52.219-28 POST-AWARD SMALL BUSINESS PROGRAM REREPRESENTATION (JULY 2013)

(a) Definitions. As used in this clause--

Long-term contract means a contract of more than five years in duration, including options. However, the term does not include contracts that exceed five years in duration because the period of performance has been extended for a cumulative period not to exceed six months under the clause at 52.217-8, Option to Extend Services, or other appropriate authority.

Small business concern means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the criteria in 13 CFR part 121 and the size standard in paragraph (c) of this clause. Such a concern is "not dominant in its field of operation" when it does not exercise a controlling or major influence on a national basis in a kind of business activity in which a number of business concerns are primarily engaged. In determining whether dominance exists, consideration shall be given to all appropriate factors, including volume of business, number of employees, financial resources, competitive status or position, ownership or control of materials, processes, patents, license agreements, facilities, sales territory, and nature of business activity.

(b) If the Contractor represented that it was a small business concern prior to award of this contract, the Contractor shall rerepresent its size status according to paragraph (e) of this clause or, if applicable, paragraph (g) of this clause, upon the occurrence of any of the following:

(1) Within 30 days after execution of a novation agreement or within 30 days after modification of the contract to include this clause, if the novation agreement was executed prior to inclusion of this clause in the contract.

(2) Within 30 days after a merger or acquisition that does not require a novation or within 30 days after modification of the contract to include this clause, if the merger or acquisition occurred prior to inclusion of this clause in the contract.

(3) For long-term contracts--

(i) Within 60 to 120 days prior to the end of the fifth year of the contract; and

(ii) Within 60 to 120 days prior to the date specified in the contract for exercising any option thereafter.

(c) The Contractor shall rerepresent its size status in accordance with the size standard in effect at the time of this rerepresentation that corresponds to the North American Industry Classification System (NAICS) code assigned to this contract. The small business size standard corresponding to this NAICS code can be found at <http://www.sba.gov/content/table-small-business-size-standards>.

(d) The small business size standard for a Contractor providing a product which it does not manufacture itself, for a contract other than a construction or service contract, is 500 employees.

(e) Except as provided in paragraph (g) of this clause, the Contractor shall make the representation required by paragraph (b) of this clause by validating or updating all its representations in the Representations and Certifications section of the System for Award Management (SAM) and its other data in SAM, as necessary, to ensure that they reflect the Contractor's current status. The

Contractor shall notify the contracting office in writing within the timeframes specified in paragraph (b) of this clause that the data have been validated or updated, and provide the date of the validation or update.

(f) If the Contractor represented that it was other than a small business concern prior to award of this contract, the Contractor may, but is not required to, take the actions required by paragraphs (e) or (g) of this clause.

(g) If the Contractor does not have representations and certifications in SAM, or does not have a representation in SAM for the NAICS code applicable to this contract, the Contractor is required to complete the following rerepresentation and submit it to the contracting office, along with the contract number and the date on which the rerepresentation was completed:

The Contractor represents that it ( ) is, ( ) is not a small business concern under NAICS Code 541690- assigned to contract number W912WJ-16-P-XXXX.

(Contractor to sign and date and insert authorized signer's name and title).

(End of clause)

#### 52.223-2 AFFIRMATIVE PROCUREMENT OF BIOBASED PRODUCTS UNDER SERVICE AND CONSTRUCTION CONTRACTS (SEP 2013)

(a) In the performance of this contract, the contractor shall make maximum use of biobased products that are United States Department of Agriculture (USDA)-designated items unless--

(1) The product cannot be acquired--

(i) Competitively within a time frame providing for compliance with the contract performance schedule;

(ii) Meeting contract performance requirements; or

(iii) At a reasonable price.

(2) The product is to be used in an application covered by a USDA categorical exemption (see 7 CFR 3201.3(e)). For example, all USDA-designated items are exempt from the preferred procurement requirement for the following:

(i) Spacecraft system and launch support equipment.

(ii) Military equipment, i.e., a product or system designed or procured for combat or combat-related missions.

(b) Information about this requirement and these products is available at <http://www.biopreferred.gov>.

(c) In the performance of this contract, the Contractor shall--

(1) Report to <http://www.sam.gov>, with a copy to the Contracting Officer, on the product types and dollar value of any USDA-designated biobased products purchased by the Contractor during the previous Government fiscal year, between October 1 and September 30; and

(2) Submit this report no later than--

(i) October 31 of each year during contract performance; and

(ii) At the end of contract performance.

(End of clause)

#### 52.227-5001 PARTICIPATION OF FOREIGN NATIONALS IN USACE CONTRACTS

All contractor employees (U.S. Citizens and Non-U.S. Citizens) working under this contract who require access to Automated Information Systems (AIS), (stand alone computers, network computers/systems, email) shall, at a minimum, be designated into an ADP-III position (non sensitive) in accordance with DoD 5220-22-R, Industrial Security Regulation. The investigative requirements for an ADP – III position are favorable National Agency Check (NAC), SF-85P, Public Trust Position. The contractor shall have each applicable employee complete a SF-85P and submit to the U.S. Army Engineer District, New England, 696 Virginia Road, Concord, MA 01742-2751,

Security Officer, within three (3) working days after award of any contract or task order, and shall be submitted prior to the individual being permitted to access AIS. Contractors that have a commercial or government entity (CAGE) Code and Facility Security Clearance through the Defense Security Service shall process the NAC's and forward visit requests/results of NAC to the U.S. Army Engineer District, New England, 696 Virginia Road, Concord, MA 01742-2751 – Security Officer. For those contractors that do not have a Cage Code or Facility Security Clearance, the U.S. Army Engineer District, New England – Bldg 1, 696 Virginia Road, Concord, MA 01742-2751, Security Officer will process the investigation in coordination with the Contractor and contract employees.

In accordance with Engineering Regulation, ER-380-1-18, Section 4, foreign nationals who work on Corps of Engineers' contracts or task orders shall be approved by HQUSACE Foreign Disclosure Officer or higher before beginning work on the contract/task order. This regulation includes subcontractor employees. (NOTE: exceptions to the above requirement include foreign nationals who perform janitorial and/or grounds maintenance services.) The contractor shall submit to the U.S. Army Engineer District, New England, Contracting Division, the names of all foreign nationals proposed for performance under this contract/task order, along with documentation to verify that he/she was legally admitted into the United States and has authority to work and/or go to school in the US. Such documentation may include a U.S. Passport, Certificate of U.S. Citizenship (INS Form N-560 or N-561), Certificate of Naturalization (INS Form N-550 or N-570), foreign passport with I-551 stamp or attached INS Form I-94 indicating employment authorization, Alien Registration Receipt Card with photograph (INS Form I-151 or I-551), Temporary Resident Card (INS Form I-688), Employment Authorization Card (INS Form I-688A), Reentry Permit (INS Form I-327), Refugee Travel Document (INS Form I-571), Employment Authorization Document issued by INS which contains a photograph (INS Form I-688B).

#### 52.249-5000 BASIS FOR SETTLEMENT OF PROPOSALS - UAI

Actual costs will be used to determine equipment costs for a settlement proposal submitted on the total cost basis under [FAR 49.206-2\(b\)](#). In evaluating a terminations settlement proposal using the total cost basis, the following principles will be applied to determine allowable equipment costs:

- (1) Actual costs for each piece of equipment, or groups of similar serial or series equipment, need not be available in the contractor's accounting records to determine total actual equipment costs.
- (2) If equipment costs have been allocated to a contract using predetermined rates, those charges will be adjusted to actual costs.
- (3) Recorded job costs adjusted for unallowable expenses will be used to determine equipment operating expenses.
- (4) Ownership costs (depreciation) will be determined using the contractor's depreciation schedule (subject to the provisions of [FAR 31.205-11](#)).
- (5) License, taxes, storage and insurance costs are normally recovered as an indirect expense and unless the contractor charges these costs directly to contracts, they will be recovered through the indirect expense rate.

(End of clause)

#### 252.203-7997 PROHIBITION ON CONTRACTING WITH ENTITIES THAT REQUIRE CERTAIN INTERNAL CONFIDENTIALITY AGREEMENTS (DEVIATION 2016-O0003)(OCT 2015)

- (a) The Contractor shall not require employees or subcontractors seeking to report fraud, waste, or abuse to sign or comply with internal confidentiality agreements or statements prohibiting or otherwise restricting such employees or

contactors from lawfully reporting such waste, fraud, or abuse to a designated investigative or law enforcement representative of a Federal department or agency authorized to receive such information.

(b) The Contractor shall notify employees that the prohibitions and restrictions of any internal confidentiality agreements covered by this clause are no longer in effect.

(c) The prohibition in paragraph (a) of this clause does not contravene requirements applicable to Standard Form 312, Form 4414, or any other form issued by a Federal department or agency governing the nondisclosure of classified information.

(d)(1) Use of funds appropriated (or otherwise made available) by the Continuing Appropriations Act, 2016 (Pub. L. 114-53) or any other FY 2016 appropriations act that extends to FY 2016 funds the same prohibitions as contained in sections 743 of division E, title VII, of the Consolidated and Further Continuing Appropriations Act, 2015 (Pub. L. 113-235) may be prohibited, if the Government determines that the Contractor is not in compliance with the provisions of this clause.

(2) The Government may seek any available remedies in the event the Contractor fails to perform in accordance with the terms and conditions of the contract as a result of Government action under this clause.

(End of clause)

#### 252.211-7003 ITEM UNIQUE IDENTIFICATION AND VALUATION (MAR 2016)

(a) Definitions. As used in this clause'

Automatic identification device means a device, such as a reader or interrogator, used to retrieve data encoded on machine-readable media.

Concatenated unique item identifier means--

(1) For items that are serialized within the enterprise identifier, the linking together of the unique identifier data elements in order of the issuing agency code, enterprise identifier, and unique serial number within the enterprise identifier; or

(2) For items that are serialized within the original part, lot, or batch number, the linking together of the unique identifier data elements in order of the issuing agency code; enterprise identifier; original part, lot, or batch number; and serial number within the original part, lot, or batch number.

Data Matrix means a two-dimensional matrix symbology, which is made up of square or, in some cases, round modules arranged within a perimeter finder pattern and uses the Error Checking and Correction 200 (ECC200) specification found within International Standards Organization (ISO)/International Electrotechnical Commission (IEC) 16022.

Data qualifier means a specified character (or string of characters) that immediately precedes a data field that defines the general category or intended use of the data that follows.

DoD recognized unique identification equivalent means a unique identification method that is in commercial use and has been recognized by DoD. All DoD recognized unique identification equivalents are listed at [http://www.acq.osd.mil/dpap/pdi/uid/iuid\\_equivalents.html](http://www.acq.osd.mil/dpap/pdi/uid/iuid_equivalents.html).

DoD item unique identification means a system of marking items delivered to DoD with unique item identifiers that have machine-readable data elements to distinguish an item from all other like and unlike items. For items that are serialized within the enterprise identifier, the unique item identifier shall include the data elements of the enterprise identifier and a unique serial number. For items that are serialized within the part, lot, or batch number within the

enterprise identifier, the unique item identifier shall include the data elements of the enterprise identifier; the original part, lot, or batch number; and the serial number.

Enterprise means the entity (e.g., a manufacturer or vendor) responsible for assigning unique item identifiers to items.

Enterprise identifier means a code that is uniquely assigned to an enterprise by an issuing agency.

Government's unit acquisition cost means--

(1) For fixed-price type line, subline, or exhibit line items, the unit price identified in the contract at the time of delivery;

(2) For cost-type or undefinitized line, subline, or exhibit line items, the Contractor's estimated fully burdened unit cost to the Government at the time of delivery; and

(3) For items produced under a time-and-materials contract, the Contractor's estimated fully burdened unit cost to the Government at the time of delivery.

Issuing agency means an organization responsible for assigning a globally unique identifier to an enterprise, as indicated in the Register of Issuing Agency Codes for ISO/IEC 15459, located at [http://www.aimglobal.org/?Reg\\_Authority15459](http://www.aimglobal.org/?Reg_Authority15459).

Issuing agency code means a code that designates the registration (or controlling) authority for the enterprise identifier.

Item means a single hardware article or a single unit formed by a grouping of subassemblies, components, or constituent parts.

Lot or batch number means an identifying number assigned by the enterprise to a designated group of items, usually referred to as either a lot or a batch, all of which were manufactured under identical conditions.

Machine-readable means an automatic identification technology media, such as bar codes, contact memory buttons, radio frequency identification, or optical memory cards.

Original part number means a combination of numbers or letters assigned by the enterprise at item creation to a class of items with the same form, fit, function, and interface.

Parent item means the item assembly, intermediate component, or subassembly that has an embedded item with a unique item identifier or DoD recognized unique identification equivalent.

Serial number within the enterprise identifier means a combination of numbers, letters, or symbols assigned by the enterprise to an item that provides for the differentiation of that item from any other like and unlike item and is never used again within the enterprise.

Serial number within the part, lot, or batch number means a combination of numbers or letters assigned by the enterprise to an item that provides for the differentiation of that item from any other like item within a part, lot, or batch number assignment.

Serialization within the enterprise identifier means each item produced is assigned a serial number that is unique among all the tangible items produced by the enterprise and is never used again. The enterprise is responsible for ensuring unique serialization within the enterprise identifier.

Serialization within the part, lot, or batch number means each item of a particular part, lot, or batch number is assigned a unique serial number within that part, lot, or batch number assignment. The enterprise is responsible for ensuring unique serialization within the part, lot, or batch number within the enterprise identifier.

Type designation means a combination of letters and numerals assigned by the Government to a major end item, assembly or subassembly, as appropriate, to provide a convenient means of differentiating between items having the same basic name and to indicate modifications and changes thereto.

Unique item identifier means a set of data elements marked on items that is globally unique and unambiguous. The term includes a concatenated unique item identifier or a DoD recognized unique identification equivalent.

Unique item identifier type means a designator to indicate which method of uniquely identifying a part has been used. The current list of accepted unique item identifier types is maintained at [http://www.acq.osd.mil/dpap/pdi/uid/uii\\_types.html](http://www.acq.osd.mil/dpap/pdi/uid/uii_types.html).

(b) The Contractor shall deliver all items under a contract line, subline, or exhibit line item.

(c) Unique item identifier. (1) The Contractor shall provide a unique item identifier for the following:

(i) Delivered items for which the Government's unit acquisition cost is \$5,000 or more, except for the following line items:

Contract line, subline, or exhibit line item No.	Item description
.....	

(ii) Items for which the Government's unit acquisition cost is less than \$5,000 that are identified in the Schedule or the following table:

Contract line, subline, or exhibit line item No.	Item description
.....	

(If items are identified in the Schedule, insert "See Schedule" in this table.)

(iii) Subassemblies, components, and parts embedded within delivered items, items with warranty requirements, DoD serially managed repairables and DoD serially managed nonrepairables as specified in Attachment Number ----.

(iv) Any item of special tooling or special test equipment as defined in FAR 2.101 that have been designated for preservation and storage for a Major Defense Acquisition Program as specified in Attachment Number ----.

(v) Any item not included in paragraphs (c)(1)(i), (ii), (iii), or

(iv) of this clause for which the contractor creates and marks a unique item identifier for traceability.

(2) The unique item identifier assignment and its component data element combination shall not be duplicated on any other item marked or registered in the DoD Item Unique Identification Registry by the contractor.

(3) The unique item identifier component data elements shall be marked on an item using two dimensional data matrix symbology that complies with ISO/IEC International Standard 16022, Information technology--International symbology specification--Data matrix; ECC200 data matrix specification.

(4) Data syntax and semantics of unique item identifiers. The Contractor shall ensure that--

(i) The data elements (except issuing agency code) of the unique item identifier are encoded within the data matrix symbol that is marked on the item using one of the following three types of data qualifiers, as determined by the Contractor:

(A) Application Identifiers (AIs) (Format Indicator 05 of ISO/IEC International Standard 15434), in accordance with ISO/IEC International Standard 15418, Information Technology--EAN/UCC Application Identifiers and Fact Data Identifiers and Maintenance and ANSI MH 10.8.2 Data Identifier and Application Identifier Standard.

(B) Data Identifiers (DIs) (Format Indicator 06 of ISO/IEC International Standard 15434), in accordance with ISO/IEC International Standard 15418, Information Technology--EAN/UCC Application Identifiers and Fact Data Identifiers and Maintenance and ANSI MH 10.8.2 Data Identifier and Application Identifier Standard.

(C) Text Element Identifiers (TEIs) (Format Indicator 12 of ISO/IEC International Standard 15434), in accordance with the Air Transport Association Common Support Data Dictionary; and

(ii) The encoded data elements of the unique item identifier conform to the transfer structure, syntax, and coding of messages and data formats specified for Format Indicators 05, 06, and 12 in ISO/IEC International Standard 15434, Information Technology-Transfer Syntax for High Capacity Automatic Data Capture Media.

(5) Unique item identifier.

(i) The Contractor shall--

(A) Determine whether to--

(1) Serialize within the enterprise identifier;

(2) Serialize within the part, lot, or batch number; or

(3) Use a DoD recognized unique identification equivalent (e.g. Vehicle Identification Number); and

(B) Place the data elements of the unique item identifier (enterprise identifier; serial number; DoD recognized unique identification equivalent; and for serialization within the part, lot, or batch number only: Original part, lot, or batch number) on items requiring marking by paragraph (c)(1) of this clause, based on the criteria provided in MIL-STD-130, Identification Marking of U.S. Military Property, latest version;

(C) Label shipments, storage containers and packages that contain uniquely identified items in accordance with the requirements of MIL-STD-129, Military Marking for Shipment and Storage, latest version; and

(D) Verify that the marks on items and labels on shipments, storage containers, and packages are machine readable and conform to the applicable standards. The contractor shall use an automatic identification technology device for this verification that has been programmed to the requirements of Appendix A, MIL-STD-130, latest version.

(ii) The issuing agency code--

(A) Shall not be placed on the item; and

(B) Shall be derived from the data qualifier for the enterprise identifier.

(d) For each item that requires item unique identification under paragraph (c)(1)(i), (ii), or (iv) of this clause or when item unique identification is provided under paragraph (c)(1)(v), in addition to the information provided as part of the Material Inspection and Receiving Report specified elsewhere in this contract, the Contractor shall report at the time of delivery, as part of the Material Inspection and Receiving Report, the following information:

(1) Unique item identifier.

(2) Unique item identifier type.

(3) Issuing agency code (if concatenated unique item identifier is used).

(4) Enterprise identifier (if concatenated unique item identifier is used).

(5) Original part number (if there is serialization within the original part number).

(6) Lot or batch number (if there is serialization within the lot or batch number).

(7) Current part number (optional and only if not the same as the original part number).

(8) Current part number effective date (optional and only if current part number is used).

(9) Serial number (if concatenated unique item identifier is used).

(10) Government's unit acquisition cost.

(11) Unit of measure.

(e) For embedded subassemblies, components, and parts that require DoD unique item identification under paragraph (c)(1)(iii) of this clause, the Contractor shall report as part of, or associated with, the Material Inspection and Receiving Report specified elsewhere in this contract, the following information:

(1) Unique item identifier of the parent item under paragraph (c)(1) of this clause that contains the embedded subassembly, component, or part.

(2) Unique item identifier of the embedded subassembly, component, or part.

(3) Unique item identifier type.\*\*

(4) Issuing agency code (if concatenated unique item identifier is used).\*\*

(5) Enterprise identifier (if concatenated unique item identifier is used).\*\*

(6) Original part number (if there is serialization within the original part number).\*\*

(7) Lot or batch number (if there is serialization within the lot or batch number).\*\*

(8) Current part number (optional and only if not the same as the original part number).\*\*

(9) Current part number effective date (optional and only if current part number is used).\*\*

(10) Serial number (if concatenated unique item identifier is used).\*\*

(11) Description.

(12) Type designation of the item as specified in the contract schedule, if any.

(13) Whether the item is an item of Special Tooling or Special Test Equipment.

(14) Whether the item is covered by a warranty.

\*\* Once per item.

(e) For embedded subassemblies, components, and parts that require DoD item unique identification under paragraph (c)(1)(iii) of this clause or when item unique identification is provided under paragraph (c)(1)(v), the Contractor shall report as part of the Material Inspection and Receiving Report specified elsewhere in this contract, the following information:

(f) The Contractor shall submit the information required by paragraphs (d) and (e) of this clause as follows:

(1) End items shall be reported using the receiving report capability in Wide Area WorkFlow (WAWF) in accordance with the clause at 252.232-7003. If WAWF is not required by this contract, and the contractor is not using WAWF, follow the procedures at <http://dodprocurementtoolbox.com/site/uidregistry/>.

(2) Embedded items shall be reported by one of the following methods--

(i) Use of the embedded items capability in WAWF;

(ii) Direct data submission to the IUID Registry following the procedures and formats at <http://dodprocurementtoolbox.com/site/uidregistry/>; or

(iii) Via WAWF as a deliverable attachment for exhibit line item number (fill in) ----, Unique Item Identifier Report for Embedded Items, Contract Data Requirements List, DD Form 1423.

(g) Subcontracts. If the Contractor acquires by contract any items for which item unique identification is required in accordance with paragraph (c)(1) of this clause, the Contractor shall include this clause, including this paragraph (g), in the applicable subcontract(s), including subcontracts for commercial items.

(End of clause)

## Section K - Representations, Certifications and Other Statements of Offerors

## CLAUSES INCORPORATED BY FULL TEXT

## 52.204-8 ANNUAL REPRESENTATIONS AND CERTIFICATIONS (APR 2016)

(a)(1) The North American Industry Classification System (NAICS) code for this acquisition is 541690.

(2) The small business size standard is \$15,000,000.

(3) The small business size standard for a concern which submits an offer in its own name, other than on a construction or service contract, but which proposes to furnish a product which it did not itself manufacture, is 500 employees.

(b)(1) If the provision at 52.204-7, System for Award Management, is included in this solicitation, paragraph (d) of this provision applies.

(2) If the provision at 52.204-7 is not included in this solicitation, and the offeror is currently registered in System for Award Management (SAM), and has completed the Representations and Certifications section of SAM electronically, the offeror may choose to use paragraph (d) of this provision instead of completing the corresponding individual representations and certifications in the solicitation. The offeror shall indicate which option applies by checking one of the following boxes:

( ) Paragraph (d) applies.

( ) Paragraph (d) does not apply and the offeror has completed the individual representations and certifications in the solicitation.

(c) (1) The following representations or certifications in SAM are applicable to this solicitation as indicated:

(i) 52.203-2, Certificate of Independent Price Determination. This provision applies to solicitations when a firm-fixed-price contract or fixed-price contract with economic price adjustment is contemplated, unless—

(A) The acquisition is to be made under the simplified acquisition procedures in Part 13;

(B) The solicitation is a request for technical proposals under two-step sealed bidding procedures; or

(C) The solicitation is for utility services for which rates are set by law or regulation.

(ii) 52.203-11, Certification and Disclosure Regarding Payments to Influence Certain Federal Transactions. This provision applies to solicitations expected to exceed \$150,000.

(iii) 52.204-3, Taxpayer Identification. This provision applies to solicitations that do not include the provision at 52.204-7, System for Award Management.

(iv) 52.204-5, Women-Owned Business (Other Than Small Business). This provision applies to solicitations that—

(A) Are not set aside for small business concerns;

(B) Exceed the simplified acquisition threshold; and

(C) Are for contracts that will be performed in the United States or its outlying areas.

(v) 52.209-2; Prohibition on Contracting with Inverted Domestic Corporations--Representation.

- (vi) 52.209-5; Certification Regarding Responsibility Matters. This provision applies to solicitations where the contract value is expected to exceed the simplified acquisition threshold.
- (vii) 52.209-11, Representation by Corporations Regarding delinquent Tax Liability or a Felony Conviction under any Federal Law. This provision applies to all solicitations.
- (viii) 52.214-14, Place of Performance--Sealed Bidding. This provision applies to invitations for bids except those in which the place of performance is specified by the Government.
- (ix) 52.215-6, Place of Performance. This provision applies to solicitations unless the place of performance is specified by the Government.
- (x) 52.219-1, Small Business Program Representations (Basic & Alternate I). This provision applies to solicitations when the contract will be performed in the United States or its outlying areas.
- (A) The basic provision applies when the solicitations are issued by other than DoD, NASA, and the Coast Guard.
- (B) The provision with its Alternate I applies to solicitations issued by DoD, NASA, or the Coast Guard.
- (xi) 52.219-2, Equal Low Bids. This provision applies to solicitations when contracting by sealed bidding and the contract will be performed in the United States or its outlying areas.
- (xii) 52.222-22, Previous Contracts and Compliance Reports. This provision applies to solicitations that include the clause at 52.222-26, Equal Opportunity.
- (xiii) 52.222-25, Affirmative Action Compliance. This provision applies to solicitations, other than those for construction, when the solicitation includes the clause at 52.222-26, Equal Opportunity.
- (xiv) 52.222-38, Compliance with Veterans' Employment Reporting Requirements. This provision applies to solicitations when it is anticipated the contract award will exceed the simplified acquisition threshold and the contract is not for acquisition of commercial items.
- (xv) 52.223-1, Biobased Product Certification. This provision applies to solicitations that require the delivery or specify the use of USDA-designated items; or include the clause at 52.223-2, Affirmative Procurement of Biobased Products Under Service and Construction Contracts.
- (xvi) 52.223-4, Recovered Material Certification. This provision applies to solicitations that are for, or specify the use of, EPA- designated items.
- (xvii) 52.225-2, Buy American Certificate. This provision applies to solicitations containing the clause at 52.225-1.
- (xviii) 52.225-4, Buy American--Free Trade Agreements--Israeli Trade Act Certificate. (Basic, Alternates I, II, and III.) This provision applies to solicitations containing the clause at 52.225- 3.
- (A) If the acquisition value is less than \$25,000, the basic provision applies.
- (B) If the acquisition value is \$25,000 or more but is less than \$50,000, the provision with its Alternate I applies.
- (C) If the acquisition value is \$50,000 or more but is less than \$77,533, the provision with its Alternate II applies.
- (D) If the acquisition value is \$77,533 or more but is less than \$100,000, the provision with its Alternate III applies.
- (xix) 52.225-6, Trade Agreements Certificate. This provision applies to solicitations containing the clause at 52.225-5.
- (xx) 52.225-20, Prohibition on Conducting Restricted Business Operations in Sudan--Certification. This provision applies to all solicitations.

(xxi) 52.225-25, Prohibition on Contracting with Entities Engaging in Certain Activities or Transactions Relating to Iran—Representation and Certification. This provision applies to all solicitations.

(xxii) 52.226-2, Historically Black College or University and Minority Institution Representation. This provision applies to solicitations for research, studies, supplies, or services of the type normally acquired from higher educational institutions.

(2) The following representations or certifications are applicable as indicated by the Contracting Officer:

[Contracting Officer check as appropriate.]

(i) 52.204-17, Ownership or Control of Offeror.

(ii) 52.204-20, Predecessor of Offeror.

(iii) 52.222-18, Certification Regarding Knowledge of Child Labor for Listed End Products.

(iv) 52.222-48, Exemption from Application of the Service Contract Labor Standards to Contracts for Maintenance, Calibration, or Repair of Certain Equipment--Certification.

(v) 52.222-52 Exemption from Application of the Service Contract Labor Standards to Contracts for Certain Services--Certification.

(vi) 52.223-9, with its Alternate I, Estimate of Percentage of Recovered Material Content for EPA-Designated Products (Alternate I only).

(vii) 52.227-6, Royalty Information.

(A) Basic.

(B) Alternate I.

(viii) 52.227-15, Representation of Limited Rights Data and Restricted Computer Software.

(d) The offeror has completed the annual representations and certifications electronically via the SAM website accessed through <https://www.acquisition.gov>. After reviewing the SAM database information, the offeror verifies by submission of the offer that the representations and certifications currently posted electronically that apply to this solicitation as indicated in paragraph (c) of this provision have been entered or updated within the last 12 months, are current, accurate, complete, and applicable to this solicitation (including the business size standard applicable to the NAICS code referenced for this solicitation), as of the date of this offer and are incorporated in this offer by reference (see FAR 4.1201); except for the changes identified below [offeror to insert changes, identifying change by clause number, title, date]. These amended representation(s) and/or certification(s) are also incorporated in this offer and are current, accurate, and complete as of the date of this offer.

FAR Clause	Title	Date	Change
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Any changes provided by the offeror are applicable to this solicitation only, and do not result in an update to the representations and certifications posted on SAM.

(End of provision)

252.203-7005 REPRESENTATION RELATING TO COMPENSATION OF FORMER DOD OFFICIALS (NOV 2011)

(a) Definition. Covered DoD official is defined in the clause at 252.203-7000, Requirements Relating to Compensation of Former DoD Officials.

(b) By submission of this offer, the offeror represents, to the best of its knowledge and belief, that all covered DoD officials employed by or otherwise receiving compensation from the offeror, and who are expected to undertake activities on behalf of the offeror for any resulting contract, are presently in compliance with all post-employment restrictions covered by 18 U.S.C. 207, 41 U.S.C. 2101-2107, and 5 CFR parts 2637 and 2641, including Federal Acquisition Regulation 3.104-2.

(End of provision)

252.203-7996 PROHIBITION ON CONTRACTING WITH ENTITIES THAT REQUIRE CERTAIN INTERNAL CONFIDENTIALITY AGREEMENTS—REPRESENTATION (DEVIATION 2016-O0003)(OCT 2015)

(a) In accordance with section 101(a) of the Continuing Appropriations Act, 2016 (Pub. L. 114-53) and any subsequent FY 2016 appropriations act that extends to FY 2016 funds the same restrictions as are contained in section 743 of division E, title VII, of the Consolidated and Further Continuing Appropriations Act, 2015 (Pub. L. 113-235), none of the funds appropriated (or otherwise made available) by this or any other Act may be used for a contract with an entity that requires employees or subcontractors of such entity seeking to report fraud, waste, or abuse to sign internal confidentiality agreements or statements prohibiting or otherwise restricting such employees or contactors from lawfully reporting such waste, fraud, or abuse to a designated investigative or law enforcement representative of a Federal department or agency authorized to receive such information.

(b) The prohibition in paragraph (a) of this provision does not contravene requirements applicable to Standard Form 312, Form 4414, or any other form issued by a Federal department or agency governing the nondisclosure of classified information.

(c) *Representation.* By submission of its offer, the Offeror represents that it does not require employees or subcontractors of such entity seeking to report fraud, waste, or abuse to sign or comply with internal confidentiality agreements or statements prohibiting or otherwise restricting such employees or contactors from lawfully reporting such waste, fraud, or abuse to a designated investigative or law enforcement representative of a Federal department or agency authorized to receive such information.

(End of provision)

252.204-7004 ALTERNATE A, SYSTEM FOR AWARD MANAGEMENT (FEB 2014)

(a) *Definitions.* As used in this provision—

“System for Award Management (SAM) database” means the primary Government repository for contractor information required for the conduct of business with the Government.

“Commercial and Government Entity (CAGE) code” means—

- (1) A code assigned by the Defense Logistics Information Service (DLIS) to identify a commercial or Government entity; or
- (2) A code assigned by a member of the North Atlantic Treaty Organization that DLIS records and maintains in the CAGE master file. This type of code is known as an “NCAGE code.”

“Data Universal Numbering System (DUNS) number” means the 9-digit number assigned by Dun and Bradstreet, Inc. (D&B) to identify unique business entities.

“Data Universal Numbering System +4 (DUNS+4) number” means the DUNS number assigned by D&B plus a 4-character suffix that may be assigned by a business concern. (D&B has no affiliation with this 4-character suffix.) This 4-character suffix may be assigned at the discretion of the business concern to establish additional SAM records for identifying alternative Electronic Funds Transfer (EFT) accounts (see FAR 32.11) for the same parent concern.

“Registered in the System for Award Management (SAM) database” means that—

- (1) The contractor has entered all mandatory information, including the DUNS number or the DUNS+4 number, and Contractor and Government Entity (CAGE) code into the SAM database; and
  - (2) The contractor has completed the Core Data, Assertions, Representations and Certifications, and Points of Contact sections of the registration in the SAM database;
  - (3) The Government has validated all mandatory data fields, to include validation of the Taxpayer Identification Number (TIN) with the Internal Revenue Service (IRS). The Contractor will be required to provide consent for TIN validation to the Government as part of the SAM registration process; and
  - (4) The Government has marked the record “Active.”
- (b) (1) By submission of an offer, the offeror acknowledges the requirement that a prospective awardee shall be registered in the SAM database prior to award, during performance, and through final payment of any contract, basic agreement, basic ordering agreement, or blanket purchasing agreement resulting from this solicitation.
- (2) The offeror shall enter, in the block with its name and address on the cover page of its offer, the annotation “DUNS” or “DUNS+4” followed by the DUNS or DUNS+4 number that identifies the offeror’s name and address exactly as stated in the offer. The DUNS number will be used by the Contracting Officer to verify that the offeror is registered in the SAM database.
- (c) If the offeror does not have a DUNS number, it should contact Dun and Bradstreet directly to obtain one.
- (1) An offeror may obtain a DUNS number—
    - (i) Via the internet at <http://fedgov.dnb.com/webform> or if the offeror does not have internet access, it may call Dun and Bradstreet at 1-866-705-5711 if located within the United States; or
    - (ii) If located outside the United States, by contacting the local Dun and Bradstreet office. The offeror should indicate that it is an offeror for a U.S. Government contract when contacting the local Dun and Bradstreet office.
  - (2) The offeror should be prepared to provide the following information:
    - (i) Company legal business name.
    - (ii) Tradestyle, doing business, or other name by which your entity is commonly recognized.

- (iii) Company physical street address, city, state and Zip Code.
  - (iv) Company mailing address, city, state and Zip Code (if separate from physical).
  - (v) Company telephone number.
  - (vi) Date the company was started.
  - (vii) Number of employees at your location.
  - (viii) Chief executive officer/key manager.
  - (ix) Line of business (industry).
  - (x) Company Headquarters name and address (reporting relationship within your entity).
- (d) If the Offeror does not become registered in the SAM database in the time prescribed by the Contracting Officer, the Contracting Officer will proceed to award to the next otherwise successful registered Offeror.
- (e) Processing time, which normally takes 48 hours, should be taken into consideration when registering. Offerors who are not registered should consider applying for registration immediately upon receipt of this solicitation.
- (f) Offerors may obtain information on registration at <https://www.acquisition.gov>.

(End of Provision)

#### 252.204-7007 ALTERNATE A, ANNUAL REPRESENTATIONS AND CERTIFICATIONS (JAN 2015)

Substitute the following paragraphs (d) and (e) for paragraph (d) of the provision at FAR 52.204-8:

- (d)(1) The following representations or certifications in the System for Award Management (SAM) database are applicable to this solicitation as indicated:
- (i) 252.209-7003, Reserve Officer Training Corps and Military Recruiting on Campus--Representation. Applies to all solicitations with institutions of higher education.
  - (ii) 252.216-7008, Economic Price Adjustment--Wage Rates or Material Prices Controlled by a Foreign Government. Applies to solicitations for fixed-price supply and service contracts when the contract is to be performed wholly or in part in a foreign country, and a foreign government controls wage rates or material prices and may during contract performance impose a mandatory change in wages or prices of materials.
  - (iii) 252.222-7007, Representation Regarding Combating Trafficking in Persons, as prescribed in 222.1771. Applies to solicitations with a value expected to exceed the simplified acquisition threshold.
  - (iv) 252.225-7042, Authorization to Perform. Applies to all solicitations when performance will be wholly or in part in a foreign country.
  - (v) 252.225-7049, Prohibition on Acquisition of Commercial Satellite Services from Certain Foreign Entities--Representations. Applies to solicitations for the acquisition of commercial satellite services.
  - (vi) 252.225-7050, Disclosure of Ownership or Control by the Government of a Country that is a State Sponsor of Terrorism. Applies to all solicitations expected to result in contracts of \$150,000 or more.

(vii) 252.229-7012, Tax Exemptions (Italy)--Representation. Applies to solicitations when contract performance will be in Italy.

(viii) 252.229-7013, Tax Exemptions (Spain)--Representation. Applies to solicitations when contract performance will be in Spain.

(ix) 252.247-7022, Representation of Extent of Transportation by Sea. Applies to all solicitations except those for direct purchase of ocean transportation services or those with an anticipated value at or below the simplified acquisition threshold.

(2) The following representations or certifications in SAM are applicable to this solicitation as indicated by the Contracting Officer: [Contracting Officer check as appropriate.]

\_\_\_ (i) 252.209-7002, Disclosure of Ownership or Control by a Foreign Government.

\_\_\_ (ii) 252.225-7000, Buy American--Balance of Payments Program Certificate.

\_\_\_ (iii) 252.225-7020, Trade Agreements Certificate.

\_\_\_ Use with Alternate I.

\_\_\_ (iv) 252.225-7031, Secondary Arab Boycott of Israel.

\_\_\_ (v) 252.225-7035, Buy American--Free Trade Agreements--Balance of Payments Program Certificate.

\_\_\_ Use with Alternate I.

\_\_\_ Use with Alternate II.

\_\_\_ Use with Alternate III.

\_\_\_ Use with Alternate IV.

\_\_\_ Use with Alternate V.

(e) The offeror has completed the annual representations and certifications electronically via the SAM Web site at <https://www.acquisition.gov/>. After reviewing the SAM database information, the offeror verifies by submission of the offer that the representations and certifications currently posted electronically that apply to this solicitation as indicated in FAR 52.204-8(c) and paragraph (d) of this provision have been entered or updated within the last 12 months, are current, accurate, complete, and applicable to this solicitation (including the business size standard applicable to the NAICS code referenced for this solicitation), as of the date of this offer, and are incorporated in this offer by reference (see FAR 4.1201); except for the changes identified below \_\_\_ [offeror to insert changes, identifying change by provision number, title, date]. These amended representation(s) and/or certification(s) are also incorporated in this offer and are current, accurate, and complete as of the date of this offer.

FAR/DFARS Clause #	Title	Date	Change

Any changes provided by the offeror are applicable to this solicitation only, and do not result in an update to the representations and certifications located in the SAM database.

(End of provision)

## Section L - Instructions, Conditions and Notices to Bidders

## CLAUSES INCORPORATED BY REFERENCE

52.204-7	System for Award Management	JUL 2013
52.204-16	Commercial and Government Entity Code Reporting	JUL 2015
52.237-1	Site Visit	APR 1984

## CLAUSES INCORPORATED BY FULL TEXT

## 52.252-1 SOLICITATION PROVISIONS INCORPORATED BY REFERENCE (FEB 1998)

This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. The offeror is cautioned that the listed provisions may include blocks that must be completed by the offeror and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a solicitation provision may be accessed electronically at this/these address(es):

<http://farsite.hill.af.mil/>

(End of provision)